

## **ALCOHOL & DRUGS POLICY**

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

The effects of alcohol and drugs can be numerous: -  
(these are examples only and not an exhaustive list)

- a. absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.)
- b. higher accident levels (e.g. at work, elsewhere, driving to and from work)
- c. work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

Where the Company has a reasonable belief that you are under the influence of some form of intoxicants it may at its discretion send you home for the remainder of the day without pay. This is not considered a form of disciplinary action but is done solely in the interests of the Health and Safety of you, your work colleagues and any clients or third parties.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

As part of your role the Company may need to carry out alcohol and drug testing. This may be required on health and safety grounds out of our duty of care towards clients, employees and any other third parties. Failure to comply with such a request may be treated as an act of gross misconduct and may result in your dismissal. Also, failure to pass such a test may be treated as an act of gross misconduct and may lead to your dismissal following recourse to the Company's disciplinary procedures.

In the event that any medication is prescribed/supplied to an employee, the employee shall make their work duties known to the prescriber / supplier of such medication. The employee shall ascertain whether the medication is expected to produce any side-effects that may adversely affect the performance of their work duties, and shall advise your Manager/a Director.

If a problem associated with the use of prescribed medication arises at work a claim by an employee of ignorance about the possible effects of the medication shall not be regarded as acceptable.