

13 Drug & Alcohol

1. Overview

- 1.1. This policy applies to the use and / or misuse of drugs and alcohol while working or representing the Company.
- 1.2. All employees are covered by our policy. This policy does not form part of your contract of employment, and we reserve the right to amend this policy at any time.
- 1.3. This policy also applies to self-employed contractors, workers and agency workers.
- 1.4. We have a legal duty to protect the health and safety of our employees and customers. It is very important that all staff, workers and contractors are able to carry out their duties safely and free from the influence of drugs or alcohol. The misuse of drugs or alcohol can also have a detrimental effect on the Company as it can lead to absence from work, and poor employee behaviour or performance. It can also reflect badly upon the Company and cause harm to our reputation.

2. Misuse of drugs or alcohol

- 2.1. We expect you to be able to fully and safely carry out your duties under your contract at all times, when you are working or representing the Company.
- 2.2. If you think that you may have a drug or alcohol problem or addiction, we encourage you to seek medical help. If you raise this with us, we will do our best to put you in touch with the necessary help. We aim to support you as much as we can in your recovery process, if you choose to take that help. We may choose to suspend, or stop any disciplinary or other process which may have been started, if you seek treatment, until the outcome of the treatment is known.
- 2.3. If your performance is impaired, or your behaviour or attendance is affected because of the misuse of drugs or alcohol, and you have not first raised this with us with a view to seeking help in relation to a drug or alcohol problem or addiction, or our reputation is damaged as a result, then we may take action under the Absence Management Policy and / or Disciplinary Policy.
- 2.4. If you are aware of a co-worker who you know or suspect may have a drug or alcohol problem, then you should raise this in confidence with your manager. We cannot help someone unless we are made aware of the problem. We also need to be able to protect the health and safety of all of our staff and clients.

3. Drugs

- 3.1. When we talk about 'drugs' under this policy, we refer to illegal drugs, but also any 'legal highs', or prescription or non-prescription drugs which may affect your ability to carry out your duties fully and safely.
- 3.2. You should not be in possession of illegal drugs at any time while working for, or representing the Company.

- 3.3. If you require medication for a genuine medical condition while working, you should only bring sufficient medication into work for your own use. It should be kept safely, in accordance with instructions and out of the view of other people. If you need fridge facilities to store medication, it should be stored in a named container, in accordance with any instructions.
- 3.4. Sometimes, prescribed medication might have side-effects which affect your performance. If this is the case, please raise it with your manager, so that we can take medical advice where necessary and consider any appropriate reasonable adjustments.
- 3.5. It is your responsibility to seek advice from a doctor or pharmacist about the possible effects of your medication on your fitness to do your job. It is critically important that you do not drive or operate machinery if your performance or judgement might be impaired as a result of medication. We want to protect the health and safety of you, your colleagues and our customers, so please work with us on this by telling us immediately of any impairment you may be suffering from as a result of any drug.

4. Alcohol

- 4.1. Other than in work related events (see below) we do not expect you to be under the influence of alcohol while you are working for us. This applies equally to a situation where you may have drunk alcohol before coming to work, or the day before, if you are still affected by it.
- 4.2. We do not expect your appearance to suggest you are under the influence of alcohol, while you are working for us. For example, an untidy appearance, bloodshot eyes or the smell of alcohol.
- 4.3. You should not be in possession of alcohol at work without the sanction of your manager.
- 4.4. We understand that from time-to-time there may be work-related events at which you are sanctioned by your manager to attend and drink alcohol. For example, a meal with clients or a staff party. We still expect you to behave professionally, with integrity and in accordance with the reasonable standards of the Company during these occasions. Please remember that you are still representing the Company at these times. We will take disciplinary action against you if you breach our rules or policies, for example in relation to Health and Safety, Bullying and Harassment or Equal Opportunities, or commit acts of misconduct during these events.
- 4.5. Any gifts of alcohol given to you by customers or suppliers should be treated in accordance with our Bribery Policy.

5. Screening

- 5.1. If we suspect you of being under the influence of drugs or alcohol, or if your role is critical to health and safety, then we may ask you to submit to random screening for drugs or alcohol. This will be conducted by an external provider in accordance with our legal obligations. If you refuse, we may take disciplinary action against you, in accordance with our Disciplinary Policy, up to and including dismissal.

6. Searches

- 6.1. We may search our premises for drugs or alcohol at any time, including in your lockers and desks. If we have grounds to believe that there are illegal drugs in your personal possessions (for example your pockets or your bags), we expect you to cooperate with reasonable requests to search them. We will allow you to have a witness present should you ask for one.
- 6.2. We may retain or destroy any alcohol or drugs found in contravention of this policy and use it as evidence, along with any refusal to cooperate with a search, in any future disciplinary action.

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