



Drug & Alcohol Policy

1. Policy Statement

The Company is committed to providing and maintaining a safe, healthy and productive working environment for all employees, contractors, agency workers, visitors and any other persons who may be affected by our activities.

The misuse of alcohol, illegal drugs, prescription medication or other substances can seriously impair judgement, coordination, concentration and reaction times, creating unacceptable risks to health, safety and wellbeing. As many of the Company's activities involve construction, refurbishment, maintenance, office fit-outs, electrical works, use of power tools, work at height, manual handling and interaction with members of the public, any impairment presents a significant safety risk.

The Company therefore adopts a zero-tolerance approach to working whilst impaired by alcohol or drugs.

This policy forms part of the Company's Health & Safety Management System and supports compliance with the Health and Safety at Work etc. Act 1974, the Misuse of Drugs Act 1971 and all other applicable legislation.

2. Purpose

The objectives of this policy are to:

- Protect the health, safety and welfare of employees and others.
- Prevent accidents and injuries arising from impairment.
- Ensure compliance with legal obligations.

- Maintain professional standards of behaviour.
 - Promote a healthy workplace.
 - Encourage employees experiencing substance misuse issues to seek support at an early stage.
 - Protect the Company's reputation and that of its clients.
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3. Scope

This policy applies to:

- Directors
- Managers
- Supervisors
- Employees
- Apprentices
- Temporary staff
- Agency workers
- Contractors and subcontractors working under the Company's control
- Consultants where applicable

The policy applies whenever individuals are:

- Working on Company premises.
 - Working on client sites.
 - Travelling on Company business.
 - Driving Company vehicles.
 - Operating Company equipment.
 - Representing the Company at meetings or events.
 - Working remotely where duties could affect health and safety.
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4. Responsibilities

Directors

Directors are responsible for:

- Demonstrating visible commitment to this policy.

- Providing sufficient resources for implementation.
 - Reviewing the effectiveness of the policy.
 - Ensuring appropriate disciplinary procedures are available.
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Managers and Supervisors

Managers shall:

- Monitor fitness for work.
 - Address concerns promptly.
 - Report suspected breaches.
 - Remove employees from safety-critical work where impairment is suspected.
 - Arrange appropriate investigations.
 - Ensure confidentiality wherever reasonably practicable.
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Employees

Employees are responsible for:

- Reporting for work fit to perform their duties safely.
 - Not attending work whilst impaired by alcohol or drugs.
 - Taking prescription medication responsibly.
 - Informing their manager where medication could affect their ability to work safely.
 - Cooperating with any investigation.
 - Reporting concerns regarding colleagues where safety may be compromised.
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5. Alcohol

Employees must not:

- Consume alcohol during working hours.
- Report for work under the influence of alcohol.
- Possess alcohol whilst working unless specifically authorised for legitimate business purposes.
- Consume alcohol during unpaid breaks where they are expected to resume work afterwards.

- Drive Company vehicles whilst under the influence of alcohol.

Employees attending client sites must also comply with any client-specific alcohol policies.

6. Illegal Drugs

The Company strictly prohibits:

- Possession of illegal drugs.
- Use of illegal drugs.
- Distribution or supply of illegal drugs.
- Selling illegal drugs.
- Manufacturing illegal drugs.
- Being under the influence of illegal drugs whilst at work.

Where illegal substances are discovered, the Company reserves the right to notify the police.

7. Prescription and Over-the-Counter Medication

Certain prescribed or over-the-counter medicines may impair concentration, alertness or coordination.

Employees must notify their manager if medication:

- Causes drowsiness.
- Affects concentration.
- Reduces reaction times.
- Could impact the safe performance of their duties.

Managers will assess whether temporary adjustments to work activities are required.

Medical information will be handled sensitively and in confidence.

8. Fitness for Work

Every employee is expected to report for work in a fit condition.

Employees must not undertake work where they are impaired due to:

- Alcohol.
- Illegal drugs.
- Prescription medication.
- Misuse of medication.
- Solvent abuse.
- Psychoactive substances.
- Extreme fatigue caused by substance misuse.

Examples of signs of impairment may include:

- Smell of alcohol.
 - Slurred speech.
 - Poor coordination.
 - Unsteady movement.
 - Confusion.
 - Aggressive behaviour.
 - Unusual mood changes.
 - Reduced concentration.
 - Unsafe working practices.
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9. Safety-Critical Activities

The Company considers the following activities to be safety critical:

- Driving Company vehicles.
- Operating plant and machinery.
- Using power tools.
- Electrical work.
- Working at height.
- Manual handling of heavy materials.
- Lifting operations.
- Confined space work.
- Hot works.
- Working on live construction or retail sites.

Any person suspected of impairment shall be immediately removed from safety-critical duties pending investigation.

10. Testing

Where permitted by contractual arrangements, client requirements or applicable law, the Company reserves the right to undertake drug and alcohol testing.

Testing may include:

- Pre-employment testing (where applicable).
- For-cause testing.
- Post-incident testing.
- Client-mandated testing.
- Random testing where contractually agreed.

Testing will be carried out by suitably qualified providers using recognised procedures.

Refusal to participate without reasonable justification may be treated as a disciplinary matter.

11. Reporting Concerns

Employees who believe that a colleague may be impaired should immediately report their concerns to:

- Their Supervisor.
- Site Manager.
- Line Manager.
- Director.

Reports will be treated sensitively and investigated appropriately.

Employees should never ignore unsafe behaviour.

12. Investigation Procedure

Where impairment is suspected, management may:

- Remove the individual from work.
- Arrange safe transport home if necessary.
- Interview witnesses.
- Record observations.
- Request testing where appropriate.
- Conduct a formal investigation.
- Suspend work activities pending outcome where necessary.

All investigations will be conducted fairly and consistently.

13. Support for Employees

The Company recognises that dependency on alcohol or drugs can be a medical condition.

Employees are encouraged to seek assistance before problems affect their work performance or safety.

Support may include:

- Occupational health referrals.
- Medical advice.
- Temporary workplace adjustments.
- Agreed treatment programmes.
- Return-to-work planning following recovery.

Employees who voluntarily seek help before any disciplinary issue arises will normally be offered reasonable support wherever practicable.

14. Disciplinary Action

Breaches of this policy may result in disciplinary action, which could include:

- Formal warning.
- Removal from site.
- Suspension.
- Investigation.
- Dismissal for gross misconduct.

- Termination of contract (for subcontractors).
- Notification to clients where contractually required.

Examples of gross misconduct include:

- Attending work under the influence of alcohol.
 - Working whilst impaired.
 - Possession or supply of illegal drugs.
 - Refusal to cooperate with a lawful investigation.
 - Creating a serious health and safety risk due to substance misuse.
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15. Contractors and Subcontractors

All contractors and subcontractors engaged by the Company must comply with this policy and any client-specific drug and alcohol requirements.

Failure to comply may result in:

- Immediate removal from site.
 - Suspension of work.
 - Termination of the contract.
 - Exclusion from future work.
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16. Confidentiality

Information relating to substance misuse, medical conditions or investigations will be handled confidentially and only disclosed where necessary to:

- Protect health and safety.
- Meet legal obligations.
- Support the employee.
- Comply with contractual requirements.

Personal information will be processed in accordance with applicable data protection legislation.

17. Policy Monitoring and Review

This policy will be reviewed:

- Annually.
- Following changes in legislation.
- Following significant incidents.
- Following changes in Company operations.
- Where monitoring identifies the need for improvement.

The Company is committed to continually improving its arrangements for managing drug and alcohol risks.

Policy Approval

Version **1.0**

Approved By ____Aleem
 Aziz_____
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Position Director

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