



# DRUG AND ALCOHOL POLICY

## ***Introduction***

We, the Directors of SDC Builders Ltd are committed to promoting a work environment free of non-prescription drugs and alcohol abuse and recognise the potential risk of impaired safety performance of our employees, contractors and the general public by the consumption of alcohol, and/or the use/misuse of non-prescription drugs or substances.

### **The objectives of this policy are:**

- To encourage a safer and healthier working environment for our employees, contractors and agency workers.
- To ensure everyone is aware of the acceptable standards.
- To ensure that anyone suspected of being under the influence of alcohol or drugs is treated in a fair and consistent manner.
- To ensure that anyone who advises their line manager that they have a drug or alcohol related problem is given the necessary support to resolve their problems.
- Where applicable to support the specific requirements of our clients and the market sector in which we work.

## ***Application***

This policy is applicable to all employees, including temporary and part-time employees, as well as clients, consultants, sub-contractors and visitors to all SDC Sites and offices.

As part of the Company's induction process, new starters will be informed about this policy. The HR Department is responsible for informing employees of this policy.

## ***Prohibition of Drugs and Alcohol***

The company prohibit the consumption of alcohol, and/or the misuse of prescription and non-prescription drugs or substances at work, or during periods prior to working hours where the effects would continue during working hours.

## ***Assistance for Employees***

The company recognises the difficulty that employees who wish to give up the use/misuse of drugs and alcohol may face. Assistance is available from the NHS, Doctors or you could call Alcohol Concerns Helpline: 0300 123 1110 or the Drugs helpline Frank helpline on 0300 123 6600. Further information is available from the human resources department or department line manager.

## ***Non-compliance***

Any infringement of these rules by an employee may result in appropriate disciplinary action, which will be dealt with in accordance with the Company's disciplinary procedure. Employees are reminded that it is a criminal offence to drive under the influence of alcohol or drugs.

Any infringement of these rules by non-employees will result in removal from our sites/work premises and expulsion from all of our workplaces.

### **To implement the Policy we shall:**

- Enforce the arrangements published within the company's policies and procedures.
- Carry out screening when contractually required and when such screening is warranted by virtue of circumstances.
- Recognise that the ill effects of substance abuse are regarded as a medical condition and that relapse may occur even during rehabilitation.
- Require employees to adopt a self-help approach to drug or alcohol problems.



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- Provide support and encouragement to those employees who voluntarily seek to overcome a drug or alcohol related problem.
- Maintain strict confidentiality, within the constraints of the law, on the drug or alcohol problems of individual employees.
- Prohibit possession or dealing in illegal substances in the work environment.
- Enforce appropriate action in accordance with the relevant disciplinary procedure where warranted by circumstances.
- Take positive steps to ensure that persons do not report for work if they are unfit through alcohol and/or drug abuse, using suspension where applicable.
- Ensure that our client's requirements are met.
- Review this policy annually as part of the overall Health and Safety Policy.
- Undertake testing in the circumstances identified within this policy.

### ***Testing During Employment***

We intend to ensure that testing for Drugs or Alcohol is undertaken as specified below. Any employee or sub-contractor who refuses a test will record a positive test result and will therefore face disciplinary action.

- Prior to employment for, or transfer to safety critical work.
- On a random basis to ensure adherence to the policy.
- Following a safety related incident.
- Where behaviour at work indicates the employee may be affected by alcohol or drugs.
- To meet the client's standards.

### ***Prescription Drugs/Medication***

All employees have a duty to inform their manager/supervisor of any prescriptive drugs or medication which they either propose to take or is being taken and which may affect their ability to work safely.

This policy will be communicated to all employees. It will be reviewed annually and amended accordingly to ensure that its aims remain current.

Signed:

**F Shiner - Managing Director**

Signed:

**C Millar - Director**

Signed:

**A Knaggs - Director**

Signed:

**G Wykes - Director**

Signed:

**M Lowndes - Director**

Date: **May 2019**

Next Review Date: **May 2020**