

Drug and Alcohol Policy

The Company is responsible for the health, safety, and welfare of its employees at work and recognises that their wellbeing is important to performance.

The Company is therefore concerned that its employees should be aware of the risks associated with alcohol/illegal drug misuse (this includes cannabis, solvents, and other substances).

The overall aim is to protect, as closely as possible, the interests of all those who work for the Company and also its clients and maintain the reputation and high standards that have become the norm.

Policy Guidelines

The attention of all employees should be drawn to the provisions of Section 7 of the Health & Safety at Work Act 1974. This section makes it the legal duty of every employee to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The consumption of alcohol and the possession and/or taking of drugs, not prescribed by a medical practitioner, on Company business are strictly prohibited (including cannabis). This includes business undertaken either at the normal place of work or at a client's premises. It is also strictly prohibited to supply or offer to supply non-prescribed drugs.

Any employee who is found to be in breach of the above paragraph may be subject to disciplinary action as appropriate and possible dismissal after investigation.

Employees must not attend work whilst under the influence of alcohol or drugs.

Staff must not consume or be in possession of alcohol or illegal substances on the premises, or in their cars, or anytime during their working day including when on breaks.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately advise and seek help from the Company. This information will be treated in the strictest confidence. The Company has a duty of care to its employees under the Health & Safety at Work Act 1974 and will endeavour to offer any assistance available at this time.

Definition of 'Under the Influence'

'Under the influence' means that another person deems that behaviour, manner and/or conduct has changed significantly by the intake of alcohol, illegal drugs and/or other substances.

Signed

A handwritten signature in black ink, appearing to read 'T Wells'.

T Wells
Managing Director

Date: 4th January 2022