

# Drugs & Alcohol Policy

The Company is committed to maintaining a healthy, safe, and productive working environment for its employees. The Company recognises the impact that drugs and alcohol may have on an individual's ability to work safely and correctly and aims to ensure a working environment free from the inappropriate use of substances and where employees are able to carry out their duties in a safe and efficient manner.

If you are concerned that you or any of your colleagues are misusing drugs, medication and/or are excessively consuming alcohol, you are encouraged to speak to your Line Manager as soon as possible.

If you are prescribed medication by your doctor, you must immediately discuss this with your Line Manager and provide confirmation from your doctor as to any possible side effects if:

- such medication may affect your ability to carry out your duties and/or drive; and/or
- such medication is covered by the Misuse of Drugs Act 1971.

This will apply whether or not there is any actual threat to health and safety.

## Standards of behaviour

- The consumption of alcohol by employees is inappropriate at any time during working time except in a genuine case of client and/or customer entertaining.
- The consumption of alcohol by employees is inappropriate at any time before work or during any breaks whenever their work performance might be affected by such consumption.
- The use of:
  - substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
  - solvents and/or any other similar substances as a means of achieving an altered state of mind or consciousness; and
  - 'Legal highs', psychoactive drugs and new psychoactive substances (even where these may not be banned under the Misuse of Drugs Act 1971);

by employees is inappropriate:

- at any time during working time or during any breaks; and/or
- before work whenever their work performance might be affected by such use.

The misuse by employees of medication is inappropriate if their work performance might be affected by such misuse.

Illegal dispensing, distributing, possessing, using, selling, or offering to buy any drugs at work by any employee is prohibited. This includes controlled drugs, 'legal highs', or substances such as solvents where it is known, or could reasonably be known, to be for use as a means of achieving an altered state of mind or consciousness. Any such activity (including reasonable suspicion of it) on Company premises will be reported immediately to the police.

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If you are found to be in breach of the rules in this section, you will be liable to dismissal on the grounds of gross misconduct under the Company's disciplinary procedures.

For the avoidance of doubt, using a controlled drug prescribed by a doctor shall not be treated as gross misconduct. However, you must comply with the notification requirements above and the requirements of any relevant risk assessment and failure to do so could result in disciplinary proceedings being brought against you.

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