



ALCOHOL & DRUGS

Employee Guide



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INTRO

Morrison Utility Services takes its responsibilities for the safety and welfare of its employees and those who may be affected by our business very seriously.

In return we expect our employees to behave responsibly too. Our approach to alcohol and drugs is an important part of this. Our Alcohol and Drugs Policy has strict limits in relation to the use of alcohol and legal drugs and a Zero Tolerance approach towards the use of illegal drugs. We monitor this with regular drug and alcohol testing and strict disciplinary action. This booklet is designed as guidance and education to help you understand the policy.

We want to ensure that all our employees are aware of the hazards and potential repercussions associated with taking alcohol and drugs. We also want to encourage employees to approach us for assistance if they think they may have a problem with alcohol or drugs so that appropriate support can be provided at the earliest opportunity.

It is your responsibility to understand our policy. **IGNORANCE IS NO DEFENCE.**

Please take a few minutes to read this booklet and understand what our policy means to you. Some of its contents may surprise you.



Charles Morrison

Chief Executive

OUR ALCOHOL & DRUGS POLICY

STAND

Morrison Utility Services has strict limits in relation to the use of alcohol and legal drugs in the workplace – and a **ZERO TOLERANCE POLICY** in relation to the use of illegal drugs.

Whether **INSIDE** or **OUTSIDE** the workplace.

ILLEGAL DRUGS ARE COMPLETELY BANNED.

Our limits on alcohol vary by contract and some are much stricter than the national drink-drive limit.

TESTING

Any employee may be required to undergo alcohol and drug testing, if she or he:

- Is involved in an accident at work – on or off site
- Appears to be unfit through alcohol or drugs (legal or illegal)

Some employees, depending on the contract, may be required to:

- Undergo pre-employment testing, or may be subject to **random testing.**

YOU MUST

Agree to take an alcohol and drugs test when asked

Tell your supervisor, manager or HR manager about any alcohol or drug related problem you have or think you may be developing

Tell your supervisor, manager or HR manager about any prescription or over the counter medication you are taking which could affect your ability to carry out your work, or to work in a safe manner.

Failure to comply is a breach of this policy and WILL RESULT in disciplinary action being taken against you

YOU MUST NOT

Start work if you have consumed alcohol in the few hours before commencement of work (see guidelines on page 10 & 11 of this booklet)

Come to work in an unfit state as a result of consuming **ALCOHOL** or taking any **DRUG** – illegal or legal

Possess or supply any **ILLEGAL DRUG** in the workplace or whilst at work

Consume **ALCOHOL** or take any **ILLEGAL DRUG** in the workplace, or whilst at work including lunch breaks.

Discontinue an agreed course of treatment for an alcohol or drug related problem – **WITHOUT A GOOD REASON**

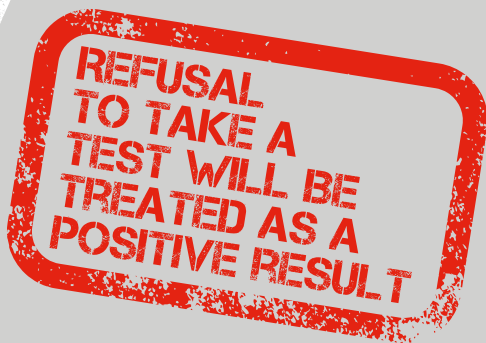


It applies to all employees, **INCLUDING** those on part-time or temporary contracts, consultants, agency staff and other people working for or on behalf of MUS

TESTING

AM I LIKELY TO BE TESTED?

YES



Existing Employees:

- Who are involved in accidents or serious incidents at work
- Whose behaviour gives cause for concern
- Who are transferring to a contract which requires pre-employment testing
- Through random testing where this is a requirement of the contract on which they work

Potential employees

- Through pre-employment testing where this is a requirement of the contract

HOW DO THE TESTS WORK?

We use approved testing providers who collect and analyse a breath alcohol test and/or urine screening sample. In exceptional circumstances, and where specific reasons apply, other forms of specimen may also be collected. Specimens are collected using a **STRICT 'CHAIN OF CUSTODY' PROCEDURE**. This protects your safety, health, confidentiality and dignity and is fully defensible in a court of law.

Before your sample is taken you will be given the opportunity to declare to the testing provider any medication you may have taken. You will be notified of the test result, **INCLUDING DETAILS OF ANY 'NON-NEGATIVE' RESULT**, and given a copy of the certification.

WILL MY RESULTS BE AVAILABLE IMMEDIATELY?

ALCOHOL: Legally defensible results from breath alcohol testing are available at the time of testing. You will be tested using a simple breathalyser (see illustration), before you provide a breath sample, you will be asked to confirm that you have not taken anything by mouth in the previous 20 minutes – to make sure nothing in the mouth can interfere with the result. If the result of your breath test is at or above the cut off level, you will be asked to give a second sample.



SHOULD THIS SECOND BREATH SAMPLE BE ABOVE THE CUT-OFF IT WILL BE CONSIDERED TO BE A POSITIVE RESULT.

DRUGS: If an initial drug test is carried out on site and is non-negative, your urine sample will be split between two bottles, which are sealed with tamper evident seals. The number on the bottle seals match the number on a Chain of Custody Form. You will be asked to sign this form which goes with the samples to laboratory. You will be given a copy of this form.



WHAT HAPPENS IF A RESULT IS CONFIRMED POSITIVE?

DISCIPLINARY ACTION WILL BE UNDERTAKEN. Positive results are classified as a **GROSS MISCONDUCT OFFENCE** under the Company's disciplinary procedure and therefore one of the penalties may be summary **DISMISSAL WITHOUT NOTICE.**

Declaring a drug or alcohol related problem, or dependency, **AFTER RECEIVING A POSITIVE TEST RESULT WILL BE NO DEFENCE.** Therefore if you think you may have a problem with alcohol, or drug abuse, you are encouraged to speak to your line manager, who can arrange for you to receive professional support.



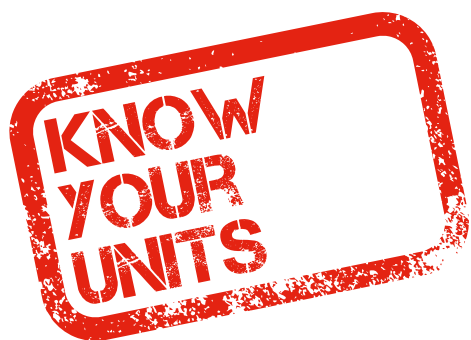
Further information on where to seek help, can be found on page 14 of this booklet

ALCOHOL

If you consume alcohol you will be aware of its effects. For many of us the moderate consumption of alcohol is a part of our social life, and it is recognised that it can be beneficial to our health and well-being. However, the more we drink and the greater the frequency of drinking, then **the greater the risks**.

No one can say that drinking alcohol is absolutely safe, but by keeping within these guidelines, there's only a low risk of causing harm in most circumstances.

At least two days a week should be alcohol free.










A 'unit' is not a legal measurement, but it is a useful way to help you work out how much alcohol you have consumed, rather than the total volume of liquid.

- **One unit is 10ml of PURE ALCOHOL**

It is hard to tell how many units are in different types of drink, as this depends on:

- **The size of the drink**
- **The strength of alcohol by volume (ABV)**

						
2 Units	1 Unit	1 Unit	1.5 Units	2.1 Units	9 Units	1.4 Units
3.5% ABV	37.5% ABV	40% ABV	125ml 12% ABV	175ml 12% ABV	12% ABV	5% ABV

Units are sometimes hard to understand as most people don't drink in units, they drink by the glass or measure.

The legal alcohol limit for drivers in England, Wales and Northern Ireland is:

- 35 micrograms of alcohol per 100ml of breath
- 80 milligrams of alcohol in 100ml of blood
- 107 milligrams of alcohol per 100ml of urine

The legal alcohol limit for drivers in Scotland and Ireland is:

- 22 micrograms of alcohol per 100ml of breath
- 50 milligrams of alcohol in 100ml of blood
- 67 milligrams of alcohol per 100ml of urine

It takes a lot longer than most people think for alcohol to pass through the body. On average it takes around **one hour per unit of alcohol**, though this can vary depending on a number of factors.

Because of this, there is a real risk that people who would never dream of driving after drinking may still be unwittingly over the drink drive limit the morning after.



THE LEGAL ALCOHOL LIMIT WILL APPLY UNLESS YOU ARE WORKING ON SPECIFIC CLIENT CONTRACTS - for example National Grid clients including tRiIO and SWA - in which case the limits may be **LOWER** as follows:

- 22 micrograms of alcohol per 100ml of breath
- 50 milligrams of alcohol per 100ml of blood
- 67 milligrams of alcohol per 100ml of urine

DRUGS

ILLEGAL DRUGS

Morrison Utility Services has a **ZERO TOLERANCE** policy towards *illegal drugs* and **strict limits** in relation to *legal drugs*.

A POSITIVE TEST result for drugs is likely to **COST YOU YOUR JOB**

WHAT IS A DRUG?

It is any chemical substance which:

- alters your body functions
- changes your emotional state
- interferes with your behaviour

Most drug abuse occurs because the drugs produce an effect on the mind that some people find pleasant.

Most common substances abused in the UK

- Amphetamine
- Barbiturate
- Cannabis
- Cocaine
- Ecstasy
- Heroin
- LSD
- Magic Mushrooms
- Mephedrone
- Steroids
- Tranquillisers

**DRINK,
DRUGS
& WORK
DON'T MIX**

LEGAL DRUGS

If tested, a 'positive result' for Legal Drugs is the presence of a Legal Drug for which there is not a legitimate medical reason. i.e presence of the drug is not consistent with declared medication.

Be aware, your medicine, however legal, could restrict your ability to work safely

Some medication can hinder your work performance and your ability to carry out work safely.

For example some:

- Anti-depressants
- Cold and flu remedies
- Hay fever remedies and other anti-histamines
- Pain killers
- Sleeping pills
- Tranquillisers

You must advise your line manager or supervisor of any medication that you have been given, or are taking, which could affect your ability to work safely.



SUPPORT AND HELP

Your local manager

Employees may wish to speak, in confidence, to their Local Manager, who will arrange for them to be provided with professional help and support in establishing a rehabilitation program providing that they volunteer for help before they are involved in any incident in which testing would be requested.

Early help with alcohol or drug problems is important for both the individual employee and the Company. Early intervention is much more likely to result in a successful outcome. In addition, it reduces the risks associated with an intoxicated employee being at work.

Managers will refer the case to Human Resources who will arrange for an initial Occupational Health assessment to take place. As a responsible employer, alcohol and drug tests will also be arranged at varying intervals.

Other sources of external information and assistance:





Employee Assistance Programme (EAP)

The Company provides, via an independent company, an impartial and completely confidential advice, information and support service, which is available 24 hours a day, 7 days a week.

The service is accessible via a free phone number and is completely free of charge to employees and their immediate family.

Further information on the EAP can be provided by the HR Department or can be accessed via MUSnet.

Tel: 0800 243 458

username: 'morrison'

password: 'employee'

Other Sources of external information and assistance

FRANK	www.talktofrank.com	0300 123 6600
Alcoholics Anonymous	www.alcoholics-anonymous.org.uk	0845 769 7555
Samaritans	www.samaritans.org	08457 90 90 90
Release	www.release.org.uk	020 7324 2989

MORRISON **Utility Services**

Head Office

Abel Smith House
Gunnels Wood Road
Stevenage
Hertfordshire
SG1 2ST

Tel: +44 (0)1438 743 744

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