



16. Alcohol and Drugs

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16.1 Consumption of Alcohol on the Premises

Unless authorised by management, employees are expressly forbidden to consume alcohol when at work or bring it onto Company premises. Any breach of this rule is likely to be treated as gross misconduct which could result in summary dismissal.

16.2 Drug Misuse or Abuse on the Premises

Employees, who take, sell or buy non-medical drugs during working hours or on Company premises will be subject to disciplinary action and are likely to be summarily dismissed for gross misconduct. In this policy the reference to non-medical drugs also includes "legal highs" or psychoactive drugs which are legal substances which have the effect of illegal or non-medical drugs.

16.3 Intoxication at Work

An employee who is under the influence of alcohol or non-medical drugs during working hours or on Company premises will be escorted from the premises immediately. The Company will take disciplinary action when the employee has had time to sober up or recover from the effects of drugs. Intoxication at work will normally be treated as gross misconduct and result in summary dismissal.

16.4 General

All employees are encouraged not to cover up for employees with a drink or drug problem but rather to recognise that collusion represents a false sense of loyalty and will in the longer term damage those employees.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for confidential help. They should speak in confidence with their line manager or secure the help of a colleague.

16.5 Drugs Testing and Medical Reports

As a matter of policy, some of the Company's clients require staff to submit to routine medical examination and/or specific testing for alcohol and non-medical drugs before allowing them to undertake work or during the course of their engagement.

Company employees engaged to work for such clients will be expected to comply voluntarily with all reasonable requests to undergo a medical examination and/or drugs testing.

Where relevant, employees will be fully advised of their statutory rights under the Access to Medical Reports Act 1988. The employee's written consent must be obtained before any tests are carried out or reports obtained.

An employee's failure to give consent or his or her refusal to supply samples for medical or drugs testing may result in the withdrawal of an offer of engagement. The Company reserves the right to invoke the Disciplinary Procedure where appropriate.

If, having undergone a medical examination or test, an employee positively tests for a controlled substance or he or she admits to having a drug and/or alcohol problem, the Company reserves the right to suspend the employee from work on full pay while an investigation is carried out and further action is considered.

Employees are reminded that it is a criminal offence to use, possess or deal in any controlled substances and anyone caught on Company or client premises involved in any of those activities will normally be dismissed for gross misconduct. The Company reserves the right to call in the police in any case it deems necessary.

Details of any tests or reports will be held in confidence and all data will be processed in line with the Data Protection Act 2018.