Drugs and alcohol policy

Policy Statement
The Company is committed to providing a healthy, safe, and productive working environment for all employees. We recognise the risks that the misuse of drugs, medication, or alcohol can pose to safety, performance, and wellbeing in the workplace. This policy outlines our expectations and approach to managing such risks in a fair, supportive, and responsible manner.

Objectives
This policy is intended to:

- Promote a workplace culture of safety, responsibility, and support
- Prevent accidents or poor performance caused by the misuse of substances
- Encourage early identification of problems related to alcohol or drug use
- Set out clear procedures for disclosure and appropriate action

Scope
This policy applies to all employees, workers, and contractors engaged by the Company, at all times during working hours, and when representing the Company at work-related events, on-site visits, or while operating Company vehicles or machinery.

Employee Responsibilities
Employees are expected to:

- Arrive at work fit to perform their duties without the influence of drugs or alcohol
- Refrain from consuming alcohol or using non-prescribed drugs during working hours or breaks
- Notify a Director if they believe substance misuse may present a health, safety, or wellbeing risk to themselves, colleagues, clients, or the business.
- Cooperate with any support, monitoring, or procedures put in place to address substance misuse

Prescription and Over-the-Counter Medication
If you are prescribed medication that may affect your ability to perform your duties, you must:

- Inform a Director as soon as possible
- Provide confirmation from your doctor regarding any side effects that may impact your ability to work or drive
- Declare whether the medication falls under the Misuse of Drugs Act 1971, even if no immediate safety concern is evident

This applies regardless of whether there is any apparent risk to health and safety.

Seeking Support
The Company encourages any employee who is struggling with alcohol or drug misuse to seek help at the earliest opportunity. Approaching a Director in confidence will ensure support can be considered without the fear of immediate disciplinary action, provided the issue is raised proactively and not following a serious incident or misconduct. Information disclosed under this policy will be handled sensitively and confidentially and shared only where necessary for legal, safety, or operational reasons

Breaches of Policy
Any employee found to be:

- Working under the influence of drugs or alcohol
- In possession of illegal substances

- Misusing prescribed or over-the-counter medication
- Endangering themselves or others due to substance misuse

may be subject to disciplinary action, up to and including dismissal, in accordance with the Company's disciplinary procedure.

The Company reserves the right to report the possession, supply, or distribution of illegal drugs on Company premises or during work activities to the police.

Employees undertaking safety-critical duties, including driving on company business, operating machinery, or making safety-related decisions, may be removed from such duties where there is concern regarding impairment.

Monitoring and Review

This policy will be reviewed annually or sooner in response to legal or operational changes.

Document Control and Accountability

- Review Date: 26/08/2027
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