

ALCOHOL AND DRUGS POLICY STATEMENT

The basis of this policy is to specify the rules on alcohol and drugs at work, the procedure for screening and confirmation testing for alcohol and drugs, the use of disciplinary action where required and the help that is available.

Contravention of these rules is a very serious matter, and the Company will take disciplinary action, which may result in dismissal. Regarding the possession or dealing of illegal drugs on the company premises, without exception any such infringement will be reported to the police.

The Company will endeavour to ensure advice and specialist help is sourced and made available to any employee who feels they have a problem with alcohol or drug misuse(s) and informs the company of their concerns and seeks assistance in this matter. The employee will have the Company's complete assurance of confidentiality.

ALCOHOL AND DRUGS POLICY

This policy has been drawn up after consultations between the Company, Unite the Union representatives and with appropriate HR advice and guidance.

It has the full support of the Company's senior management and all those consulted. The policy is intended as guidance for management and employees.

The purpose of the policy

Research has shown that there is a clear link between the misuse of alcohol and drugs and reduced safety and efficiency. It is widely accepted that alcohol, drugs, and substance misuse have an adverse effect on an individual's awareness, concentration, and ability to make sound judgements. Therefore, the purpose of this policy is:

- To ensure that the employee's use of drugs and/or alcohol does not affect the health and safety of the individuals themselves, their fellow workers or others who may be affected by their acts or omissions at work.
- To ensure that the employee's use of drugs and/or alcohol does not affect the efficient and effective operation of the Company's business, quality of product and the employment of others.
- To set out the Company's rules on alcohol, drugs, and substance abuse.
- To provide a procedure whereby employees who have a problem with drug, alcohol or substance abuse can seek and be offered help in confidence.
- To provide guidance on the detrimental effects of drugs and alcohol and the symptoms of drug and alcohol misuse and substance abuse.

Application

The Company's policy applies equally to all its employees and to everyone working at its premises, on customer premises, travelling on company business and including agency staff, contractors, and visitors.

Company rules on alcohol and drugs at work

The Company's policy is that the working environment should be free from the influence of drugs or alcohol. This will help to ensure the health and safety of its employees and others with whom they come into contact, to maintain the efficient and effective operation of the business and to ensure our customers receive from us the quality service they require thus enhancing our reputation as a responsible employer.

No employee or contractor shall:

- Report or try to report for work when, in the reasonable opinion of management, they are unfit due to alcohol or drugs (whether legal or not) or to substance abuse. This will be subject to confirmation following drug and/or alcohol screening.
- Be in possession of alcohol (other than that purchased for home consumption, or for a management authorised and controlled function).
- Be in possession of illegal drugs in the workplace.
- Consume alcohol or illegal drugs or abuse any substance whilst at work, subject to the following:

Employees may consume alcohol at a Company function such as long service awards and retirement presentations where such consumption has been authorised by a director. Such functions will be arranged at times so that those who attend do not have to return to work having recently consumed alcohol. Those employees who have to return to work must not consume alcohol (if the effect is liable to exceed the company set level), which is the limit prescribed in The Road Traffic Act 1988 (as amended). These exceptions to the normal rule do not excuse drinking to excess or so as to create a safety risk.

NOTE:

Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy, and amphetamines.

Contravention of these rules is a very serious matter, and the Company will take disciplinary action, which may well result in dismissal, in the event of infringement. In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the police.

Disciplinary Action

Where an employee contravenes the Company's rules and has been subject to the testing procedure outlined in this policy, that contravention will be dealt with as an "Act of Gross Misconduct", (as described in the Company's agreed disciplinary procedure), and therefore face the likely termination of employment.

Help Available.

Any employee who thinks they have a problem with drug and/or alcohol misuse or dependency, is encouraged to speak to us before it becomes an issue at work, and before they are requested to participate in drug and/or alcohol testing. The Company will endeavour to assist in ensuring that advice and specialist help is sourced for the employee. Any ongoing costs associated in arranging or subsequently undergoing treatment will be borne by the individual. Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Early identification and treatment are essential if problems for the employee and for the Company are to be avoided. Employees who feel they have a problem are encouraged to come forward and seek assistance. Employees who wish to seek help and advice should contact the Human Resources Manager who will in the first instance advise the individual to obtain guidance from their GP or the option to visit the company doctor may be utilised. Options available to the employee will be explained and a course of treatment or rehabilitation agreed, this will include a risk assessment for the continuation or possible return to work, this may not necessarily be in the same role or attract the same remuneration/benefits. Any return to work will be subject to an agreed regime of random testing to ensure compliance with the policy.

Employees who decline to undergo appropriate treatment, or who discontinue treatment before its satisfactory completion, will be subject to the agreed disciplinary procedure.

During any period of absence from work for agreed treatment where the absence is covered by the required self-certification or doctor's notes, the Company's normal sick pay arrangements will apply and the absence for treatment will be treated as normal sickness.

If an agreed or recommended course of treatment is not followed by the employee or is ineffective, lapses in the employee's performance, conduct or attendance will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures as appropriate.

Action by managers and supervisors

Managers and supervisors should keep accurate records of instances of poor performance or any other problems which may be related to a drugs or alcohol problem. Some of the features, which may be associated with the problem of drinking or substance abuse, are listed in Appendix A of this policy.

Where a manager or supervisor suspects an employee may have a problem with alcohol or drugs that is affecting his or her work performance, as opposed to suspecting the employee of being guilty of a single instance of drugs or alcohol related misconduct (which will be dealt with under the Company's

disciplinary procedure), he or she will hold an informal counselling discussion with the employee to ascertain whether their poor performance is home or health related and offer the Company's assistance.

If the employee does not accept this offer of assistance, he or she should be advised to discuss the matter with a colleague, their trade union representative or family member. If the employee then fails to accept the offer of assistance, his or her performance, conduct or attendance will be dealt with in accordance with the normal Company disciplinary or absence procedure as appropriate.

If the employee accepts the offer, a counselling meeting will be arranged as stated in the 'Help available' section.

Prescribed Medications

Employees must tell their manager or supervisor as soon as possible if they're taking any medications. Even if it's prescribed by their doctor, it might affect your ability to carry out your role safely. If an employee has disclosed prescribed medications and then test non-negative for drugs, we may still suspend the employee while we wait for the results of the analysis, just to be safe. If the result of the analysis just shows the medication the employee has told us about, then following a risk assessment, they will normally be able to return to work. If the result is positive for anything other than the medication, they have told us about, then we will progress to the disciplinary process.

Concerns about colleagues

Employees who are concerned that a colleague is exhibiting symptoms of an alcohol or drugs related problem should notify their manager, supervisor, or Human Resources Manager. Their comments will be handled in a confidential manner. Employees making false accusations in bad faith will be subject to appropriate disciplinary action, which could include dismissal.

When will we test for drugs and alcohol?

We may test an employee for drugs and alcohol in any of the following circumstances:

Pre-employment

Candidates may be asked to take a drug and/or alcohol test before they start working with us or as part of their induction, and no later than 2 weeks after commencing their employment. This applies whether they are offered permanent employment, working with us as a contractor, or an agency worker. Anyone who tests positive for drugs and/or alcohol will be given the opportunity to provide an explanation, but it will normally mean that we won't employ you and any offer of employment will be withdrawn.

Incident Related

Subject to applicable law and consistent with reasonable suspicion, the Company reserves the right to require its employees to present themselves for testing as soon as practical and no longer than within 24 hours following an employee's involvement in an accident, near accident or an incident resulting in lost work time, property damage, and/or injury to any employee or other person while on the Company's premises, on the job or otherwise working for the Company.

Random

Employees may be asked to participate in a random drug and/or alcohol test. These tests may take place at any time, and we won't tell employees about this in advance. Colleagues will be selected at random.

With Cause

All employees working for the Company may be tested for illegal drugs, substances, synthetic drugs, and alcohol if there is reasonable suspicion that the employee is under the influence of alcohol, and/or non-prescribed narcotic drug(s) or abuse of prescription medication. For the purpose of this programme, the term "reasonable suspicion" shall be defined as aberrant behaviour or unusual on-duty behaviour of an individual employee who:

- a) is observed on duty by either the employee's immediate supervisor, or other managerial personnel who have recognised the symptoms of drug abuse, impairment, or intoxication (observations shall be documented by the observers).
- b) exhibits the type of behaviour that shows accepted symptoms of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances; and
- c) such conduct cannot reasonably be explained by other causes such as fatigue, lack of sleep, side effect of prescription or over-the-counter medications, illness, reaction to noxious fumes or smoke.

When there is reasonable suspicion to believe an employee is using, consuming or under the influence or suffering the aftereffects of an alcoholic beverage, non-prescription controlled substance (other than over-the-counter medication) and/or non-prescribed narcotic drug while on duty, the employee will be required to stop working and asked to immediately submit to a drug and alcohol screen.

Follow Up

If an employee has told us that they have recently taken recreational substances or have a problem with drug and/or alcohol misuse or dependency for which they are receiving medical help, we may test them on an ongoing basis to make sure that they are safe to do their normal work.

The Testing Process

Drug and/or alcohol testing will take place somewhere private, such as a First Aid room.

The employee will be given an opportunity to explain his/her condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over-the-counter medication or illness.

If, after this explanation, the designated manager or supervisor continues to have reasonable suspicion that the employee is using, consuming and/or under the influence of an alcoholic beverage, non-prescribed controlled substance, or non-prescribed narcotic while on duty, then the employee may be asked to immediately submit to a drug and alcohol screen.

Before they start, the person carrying out the test will explain the process to the employee, including why they are being tested, how it will be done and what might happen if the test result is positive for alcohol or non-negative for drugs. Employees will be asked to complete a form to give their consent to the test.

Refusal to submit to testing after being asked to do so may result in disciplinary action up to and including dismissal. Any request by the employee to undergo screening at a later time will not be accepted.

Employees may be accompanied by a work colleague or Trade Union representative to witness the screening process. If the employee's chosen person is not available, then we will proceed with the test and a witness to proceedings will be selected at random to verify all screen testing being conducted.

Drug Tests

An onsite drug screen will be conducted on employees suspected of being under the influence of non-prescribed narcotic drug(s) or abuse of prescription medication. If the drug(s) screen test is positive a Chain of Custody confirmation sample will be taken under legally defensible workplace drug testing guidelines and split into A and B. The "A" sample will be taken and subject to analysis by an accredited drug testing laboratory. Subject to the results of the confirmation test sample being received the employee will be suspended from work presumed innocent on full pay.

If an employee's confirmation test is positive, he/she will be subject to discipline which is likely to result in dismissal. The employee will be given a copy of the results of the confirmation test. He/she may have the second "B" test sample tested at his/her own expense by another fully accredited laboratory of their choice.

Alcohol Tests

Alcohol detection will be based on an approved evidential breath alcohol device. A preliminary breath test will be conducted, if a “positive” test result indicates he/she is legally intoxicated above those limits prescribed in The Road Traffic Act 1988 or any subsequent amendments, after a 20-minute elapse in time a second breath test will be conducted. If an employee’s second test result confirms that he/she is still above those limits prescribed in The Road Traffic Act 1988 (or any current as amendments) for the English legal driving limits, he/she may be subject to discipline up to and including dismissal.

*****The alcohol limit for drivers is presently 80 milligrams of alcohol per 100 millilitres of blood, 35 micrograms per 100 millilitres of breath or 107 milligrams per 100 millilitres of urine.***

Procedure for dealing with an individual who is found to be involved in drug misuse on company premises.

It is an offence under the Control of Drugs Act 1971 for a person to knowingly permit or condone controlled drug misuse on premises under his/her control. It is clear therefore that where an individual is found to be involved in such misuse on the Company premises, the Company has no alternative but to report the matter to the police.

The following procedure will be adopted where an individual is found to be involved in any aspect of drug misuse including possession, supply, or actual misuse on the Company premises.

The individual concerned is to be advised of the suspicion that he/she is involved in drug misuse on the Company’s premises, told of their right to be accompanied, removed from their work area to an appropriate office etc. A senior manager or director will be advised of the situation at the earliest opportunity, and it will be their responsibility to ensure the police are informed and asked to attend.

Pending the arrival of the police the individual is not to be left unattended or interviewed by any Company representative. A manager or member of supervisory staff and the individual’s representative are to be in attendance.

On arrival the police are to be advised of all events leading up to their being summoned, any witnesses to the alleged incident(s) of misuse and any movement of the individual concerned and contact with other persons.

Thereafter, any investigations shall be directed by the police who are to be afforded every assistance from members of the Company in the conduct of their investigation.

An employee being involved in any aspect of drug abuse whilst at work, the act will be considered as gross misconduct and the disciplinary procedure will apply.

APPENDIX A

Alcohol

In terms of employees' health, too much alcohol on a regular basis increases the risk of long-term damage to health, including to the liver, nervous system, heart, stomach, and intestine. It may reduce immunity and the ability to fight off infection and it increases blood pressure. Large amounts of alcohol in one session can put a strain not just on the liver but other parts of the body as well, including muscle function and stamina.

Employees can help themselves by being aware how much they drink each week, avoiding binge drinking and spreading their consumption over the week. The recommended limit is no more than 14 units a week for men and women and to spread this across the week having regular drink free days. The following all contain 1 unit of alcohol:

- A half pint (250ml) of ordinary strength beer, cider, or lager.
- A single 25ml measure of spirits.
- A small glass of wine.

If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (i.e., 4 units), they will still have alcohol in their blood stream 3 hours later. Similarly, if someone drinks heavily in the evening, they may still be over the legal drive limit the following morning. Only time can remove alcohol from the blood stream not black coffee etc.

For employees to comply with the Company rules against reporting for work under the influence of drink they should avoid drinking alcohol during meal breaks or in the hours prior to reporting for work.

Even at blood alcohol concentrations lower than the legal drink/drive limit, alcohol reduces physical co-ordination and reaction speeds. It also affects mental capacity, physical performance, judgement, and mood.

Drugs

Drug misuse, as well as being illegal, can cause considerable physical and mental harm and can kill. The detrimental effects of some drugs on the body and mind may continue for some considerable time after consumption and after the initial effects have worn off. Many drugs are detectable by drug tests for up to two or three months after consumption. The simple advice in relation to drug abuse is don't.

The features that may be associated with substance misuse.

The misuse of alcohol and drugs can cause absenteeism, accidents at work, poor performance, strained relationships with colleagues, lateness, and long-term ill health, all of which are a concern to the Company.

The following are features which may be associated with the misuse of drugs, alcohol, or other substances. All of them may be caused by other factors such as stress. Management should avoid jumping to conclusions from the presence of one or more of these features. Discussion with the employee and medical advice may be required.

- Sudden mood changes.
- Unusual irritability or aggression.
- Confusion, inability to remember instructions.
- Abnormal fluctuations in concentration and energy.
- Increasing unreliability and unpredictability.
- Impaired job performance, increased error rate.
- Accidents and near misses.
- Poor time keeping; missed appointments or deadlines.
- Increased short term sickness absence.
- On the job absenteeism, e.g., repeated absences from work post, overlong breaks.
- Deteriorating relationships with colleagues, customers, or management.
- Dishonesty / theft (arising from the need to fund an expensive habit).

Recognising drug use

Although many people are familiar with the signs of alcohol use it is not so easy to be certain about other drugs.

Many symptoms, for example moodiness or sudden mood swings, could be caused by other factors such as problems with family or friends.

Recognising the signs and symptoms of drug use is like putting together a jigsaw puzzle.

Work performance

- Missed deadlines.
- Missed appointments.
- Increased error rate.
- Lack of concentration or co-ordination.
- Increased accidents or injuries.
- Inability to remember instructions.
- Unreliability.
- Poor co-operation with colleagues.

Attendance

- Lateness in mornings and after lunch.
- Unauthorised leave.

- Patterns of absence (around weekends).
- Re-occurring cases of self-certified absence (stomach problems, headaches, and colds).
- Missing from work area.

Personal

- Shortage of money (or too much money); borrowing lots of small amounts off people.
- Dishonesty.
- Appearance allowed to suffer.
- Strange behaviour.
- Apathy and secretiveness.
- Problems with private lives, relationships, financial or legal.

Drug paraphernalia

Physical evidence might include finding strange wrappers, pills, or unusual smells, for example:

- Burnt foil for smoking heroin.
- Torn cigarettes and papers for cannabis.
- Burnt spoons for heating drugs to inject.
- Crushed drinks cans with holes for smoking crack cocaine.
- Compact mirrors, razor blades, rolled notes or straws for amphetamine or cocaine.
- Lemon juice or vinegar containers when preparing heroin for injecting.
- Pop bottles with holes with biro's for smoking cannabis.

Description of some types of drugs

Cannabis: Comes in solid dark lump known as 'resin' or as leaves, stalks and seeds called 'grass'.

Cocaine: White powder.

Crack: Small raisin sized rocks of cocaine.

Ecstasy: Usually comes in tablets of different shapes, size, and colour (but often white).

Heroin: White powder when pure. Street heroin is usually brownish white.

LSD: Usually comes in tiny squares of paper often with a picture or motif on one side.

Magic Mushrooms: Hallucinogenic fungi swallowed raw, cooked, or brewed into a drink.

Further Information

The government's official and confidential source of information and advice is:

"Talk to Frank" www.talktofrank.com 0800 77 66 00.

Signed on behalf of Wm. Lee Ltd



DATE: 3 June 2024

Signed on behalf of Unite the Union



DATE: 28-3-24