



ALCOHOL & DRUG POLICY

GENERAL POLICY STATEMENT

The company wishes to pursue a policy to promote health & safety at work and acknowledges that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcoholism and drug abuse.

The departmental managers and supervisors will be responsible for identifying and controlling risks at their level of responsibility. The Managing Director will have overall responsibility for the effective implementation of the policy.

The company reserves the right to initiate drug and alcohol screening/testing on all or part of the workforce routinely, occasionally or on a random basis.

CONFIDENTIALITY

If you feel you may have a drink or drug problem you are advised to seek help at an early stage. The management can be contacted at any time and any discussion will be treated in the strictest confidence, subject to the provisions of the law.

ASSISTANCE

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

1. ALCOHOL

“Effects on the Individual”

The Government's guidance on sensible drinking, published in December 1995, lists the following examples of specific situations, when best advice is not to drink at all:

- Before or during driving;
- Before using machinery, electrical equipment or ladders;
- Before working or in the workplace when appropriate functioning would be adversely affected by alcohol.

Blood alcohol concentration levels lower than the drink/drive limit, can still reduce physical coordination and reaction speeds, it also affects thinking, judgement and mood. People may feel more relaxed and less inhibited after a couple of drinks but getting drunk can lead to arguments, mood swings and even violence.

The effects of heavy drinking the previous night can last into the next day. After getting drunk, alcohol should be avoided for 48 hours to give the body time to recover. However, this is a short term measure and people whose pattern of drinking places them at significant risk should seek professional advice.

HOW MUCH?

The following benchmarks are for guidance only:

MEN

Between 3 and 4 units a day or less. (*1½ – 2 pints*)

BUT if you consistently drink 4 or more units a day, there is an increasing risk to your health.

WOMEN

Between 2 and 3 units a day or less.

BUT if you consistently drink 3 or more units a day, there is an increasing risk to your health.

One unit of alcohol is equivalent to 8mg or 10ml (1cl) of pure alcohol.

- ½ pt ordinary strength beer, lager or cider.
- A single 25ml measure of spirits
- A small glass of wine.

Please note these benchmarks **DO NOT** apply to young people who have not reached physical maturity.

COMPANY RULES AND REGULATIONS

The Company requires its employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

Alcohol consumption during working hours is STRICTLY PROHIBITED and will result in summary termination of employment.

Due to the nature of our business and our client relationships the consumption/use of alcohol is also a breach of Health & Safety and therefore the company reserves the right to ask employees to undergo random alcohol tests.

Although the recognised legal limit is 35 micrograms of alcohol per 100 ml of breathe, the Company has set their acceptable level at 25 micrograms of alcohol per 100 ml of breathe, if any tests produce a result exceeding this level the Company reserves the right to initiate disciplinary action.

The company also reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances;

- After an accident or incident, where the suspicion of drinking that contravenes the Company regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evenings drinking.
- Witness evidence of erratic behaviour, which it is suspected, may put the health and safety of any employee at increased risk.

2. DRUG MISUSE

This policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drug misuse can harm the misuser both physically and mentally and, through the misusers' action, other people and the environment.

Drugs can affect the brain and body in a number of ways. They can alter the way a person thinks, perceives and feels, and this can lead to either impaired judgement or concentration. Drug misuse can also bring about the neglect of general health and well being. This may adversely influence performance at work, even when the misuse takes place outside the workplace.

The Misuse of Drugs Act 1971 makes production, supply and possession of the following controlled drugs unlawful except in certain specified circumstances e.g. prescribed by a doctor.

CLASS A – Includes ecstasy, cocaine, heroine, LSD, mescaline, methadone, morphine, opium, and injectable forms of Class B drugs.

CLASS B – Includes oral preparations of amphetamines, barbiturates, cannabis, cannabis resin, codeine and methaqualine (Mandrax)

CLASS C – Includes the benzodiazepines (e.g. Temazepan, valium), other less harmful drugs of the amphetamine group, and anabolic steroids.

The penalties for offences involving controlled drugs depend on the classification of the drug. Penalties for misuse of Class A drugs are more severe than that for Class B drugs which, in turn, are more severe than the penalties for Class C drugs. The Act also distinguishes, in terms of the penalties that may be imposed, between the offences of possession and drug trafficking or supplying, with the latter attracting higher penalties.

COMPANY RULES AND REGULATIONS REGARDING DRUGS

The Company requires its employees to attend work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Due to the nature of our business and our client relationships the use of drugs is also a breach of Health & safety and therefore the company reserves the right to ask employees to undergo random drugs tests.

Drug Misuse during Working hours is strictly prohibited and will result in summary termination of employment.

The company reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances;

- If help is refused and/or impaired performance continues;
- After an accident/incident, where there is a suspicion of drug misuse;
- Witness evidence of erratic behaviour, which it is suspected, may put the health and safety of any employee at increased risk.

NOTE:

Possession/dealing will be reported immediately to the Police.



Keith Baldwin
Managing Director



Adrian Pulham
Health & Safety Manager