



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 and review of the policy.

It is the purpose of this policy to ensure that the use of alcohol, drugs or other substances by any employee or any other person(s) associated with Highway Traffic Management Ltd does not impair the safe and efficient running of the business or put at risk the health, safety or welfare of its employees, customers, suppliers or members of the general public.

Highway Traffic Management Ltd is aware that in some instances, drug and/or alcohol dependency is defined as an illness. Highway Traffic Management Ltd actively encourages those employees who are experiencing difficulties with drugs, alcohol, or any other substance to seek help. Where appropriate, we will offer assistance in seeking relevant and evidence based treatment. In these cases normal sickness absence procedures will apply. Confidentiality is assured in these cases.

DEFINITIONS

Substances - Includes but is not limited to alcohol, drugs and solvents.

Alcohol - Includes, but is not limited to distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage purposes.

Drugs - Any psychoactive substances (those drugs that affect mood, thought process or perception), available both legally and illegally. A non-exhaustive list would include all those drugs covered by the Misuse of Drugs Act (1971) and The Medicines Act (1968).

Illegal Drugs - All those drugs covered by the Misuse of Drugs Act (1971).

Dependency/Addiction - Where the user has adapted physically and/or psychologically to the presence of a substance and would suffer if it were withdrawn abruptly.

Company Premises - To include all premises the Company has responsibility for and includes all Company vehicles. This policy also applies to all occasions where Highway Traffic Management Ltd employees are on Company business, unless suspended with the agreement of the Company's Senior Manager.

Impaired/Intoxicated (Alcohol) - In terms of this policy any person who has Breath Alcohol Concentration that exceeds 13 micro-grams per 100 millilitres or equivalent in Blood Alcohol Concentration, (to be confirmed by an appropriate test) is deemed to be intoxicated and therefore be impaired due to alcohol.

Impaired (Drugs) - In terms of this policy, any person found to have consumed illegal drugs or used drugs in an unsanctioned or unreported way (to be confirmed by an appropriate test) is deemed to be impaired due to drugs.

Misuse (Substances) - This applies to using substances in an unsanctioned way. For example any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from

an appropriately qualified person such as a medical doctor or pharmacist. It also applies to substances that are harmful / hazardous to the individual or to others and which are likely to distort perception and response to the users' environment and furthermore impair normal functioning and development.

GUIDELINES AND RULES

Highway Traffic Management Ltd's policy is that the working environment should be free from the influence of alcohol, drugs and other substances. This policy will help to ensure that 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 the quality service they require. For those reasons the following rules will be strictly enforced.

No employee or contractor shall:

- Report or try to report to work whilst impaired due to alcohol or drugs (whether illegal or not).
- It should be recognised that prescribed and over-the-counter medicines may cause impairment to an individual's performance at work. It is therefore the employee's responsibility to seek advice from their GP or pharmacist on any medicines they are taking. They should inform their line manager of any possible side effects of their medication. Any medical information will be treated in strictest confidence. Employees may also contact the Health & Safety Manager for advice.
- Be in possession of alcohol or illegal drugs on Company premises.
- Consume alcohol, illegal drugs or take any substances in an unsanctioned way whilst at work or whilst representing the Company.
- Attempt to sell, distribute or supply alcohol whilst on Company premises or whilst representing the Company.
- Attempt to sell, distribute or supply drugs which contravene the Misuse of Drugs Act 1971 and the Medicines Act 1968, whilst on Company premises or whilst representing the Company. Any contravention of this, without exception, will be reported to the Police.

Contravention of these rules is a very serious matter and the Company will take disciplinary action in the event of an infringement under the Company's disciplinary procedures, which may include dismissal.

SCREENING AND TESTING

Screening and testing applies to all employees and contractors of Highway Traffic Management Ltd. The purpose of screening and testing is to ensure that due diligence is exercised and to deter and detect individuals working on Company premises whilst being impaired due to alcohol or drugs.

Screening and testing will take place in the following circumstances:

- **Pre-Employment Screening** - As a part of the pre-employment screening process, all potential employees will undertake a drug and/or alcohol screen as part of their pre-employment medical. Where a potential employee either refuses to provide a sample or attempts to falsify or tamper with evidence or produces a positive result they will not be employed by Highway Traffic Management Ltd
- **Intervention Testing and Post Accident/Incident Testing** - Where it is suspected that an individual is impaired through alcohol or drugs or where an accident or incident has occurred, those individuals involved, where possible, shall be requested to provide samples to determine whether or not alcohol or drugs may have been a contributory factor. If an individual's performance is affected through a dependency to alcohol or drugs they may also be required to undergo a test.

- **Random Testing** – The Company reserves the right to carry out random testing at any of our premises throughout the course of the year. This process is regardless of the employee's status or job function. This is to ensure fairness within the policy and give a clear message that the misuse of alcohol or drugs cannot be tolerated by Highway Traffic Management Ltd.

Should an employee refuse to provide a sample they will be suspended immediately on full pay, pending the outcome of the disciplinary hearing. The company reserves the right to treat a refusal the same as a positive result. A refusal by a contractor to provide a sample will result in that individual being removed from the Company premises. Their employer will be notified of this decision.

TESTING FOR ALCOHOL AND DRUGS

Alcohol and drug testing will be carried out by competently trained Company personnel and will consist of an initial saliva swab taken orally, in the event of a positive sample a calibrated alcoholmeter for alcohol and a urine sample for drugs will then be used. Further details can be obtained from the Company on request.

HELP AND SUPPORT

Highway Traffic Management Ltd will endeavour to ensure that advice and specialist help are made available to any employee who feels they have a problem relating to alcohol, drugs or other substances and seeks help from the Company.

Any employee who seeks the assistance of the Company in obtaining help and support for an alcohol, drug or other substance problem is assured of their confidentiality being respected.

During any period of absence from work for agreed treatment, the Company's normal sick pay arrangements will apply and absence for treatment will be treated as normal sickness.

If an agreed or recommended course of treatment is not followed by an employee or is ineffective and occurs concurrently with lapses in the employee's performance, conduct or attendance then they will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures as appropriate. This includes any matter arising prior to the disciplinary procedure being suspended.

Testing may be carried out to ensure compliance with the treatment and recovery programme. This option will be agreed with the employee before the commencement of the treatment and recovery programme.

Any employee with a dependency to alcohol, drugs or other substances who only declares they have a dependency when a serious misconduct issue has arisen or where they are proven to be in breach of this policy will be subject to the same disciplinary procedures as any other employee who breaches this policy.



Keith Baldwin
Managing Director



Adrian Pulham
HSEQ Manager