



Drugs And Alcohol Privacy Policy

The person with overall responsibility for implementing this policy is the Managing Director.

Aims & Objectives:

The Company is committed to providing a safe and healthy working environment. It recognises that this goal can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The policy, which applies to all employees, aims to:

- a) Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs;
- b) Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage;
- c) Offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

Accordingly, this Company Policy involves two approaches:

- 1) Providing reasonable assistance to the employee with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem;
- 2) Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

The Company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to assist an employee in obtaining such specialist help and to protect his/ her employment.

The policy does not apply to an employee who commits a clear breach of company rules due to over-indulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.



Assistance for an Employee:

The Company will, where possible, provide the following assistance to an employee:
Helping the employee to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.

Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the employee's condition and needs of the Company.

The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.

The Company's assistance will depend upon the following conditions being met:

An occupational health service or Company-approved doctor diagnoses an alcohol or drug dependency related problem;

The employee recognises that he/ she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

Testing:

Employees may be subject to Alcohol and/ or drug testing under the following circumstances:

Pre-employment Testing Employees may be subject to alcohol or drug testing on applicable projects/ sites before starting work for the first time.

Post-Accident/ Incident Testing Employees may be subject to alcohol or drug testing when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing.

Reasonable Cause Testing Employees may be subject to alcohol or drug testing where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely.

Random Testing On projects deemed higher risk by the Company (factors considered include the size of project team, shift patterns, duration of project etc.), a policy of random testing may be adopted by the Company.

The Company has not defined a frequency for random testing or any other circumstance of testing. However, the Company reserves the right to increase the frequency of testing under certain circumstances – Certain times of the year, when the workload increases, following any 'whistleblowing' event, etc.



The tests will be conducted by a member of the MII Engineering management team, using suitably calibrated equipment. Employees that will undergo testing can and are advised to do so in the presence of an impartial third party of their choosing, ideally a trade union representative. Refusal to undergo saliva testing will be treated the same as a failed test.

The tests will be conducted using 'Panel Saliva' test kits. The Company will confirm that the 'best-before' date of these kits has not passed and that each kit has not been tampered with prior to the test – All 'Panel Saliva' kits will be sealed. The 'Panel Saliva' kits will, as a minimum, test for:

Alcohol; Marijuana; Cocaine; Opiates; Amphetamine; Benzodiazepines; Methadone.

Management of Results:

All test results will be recorded and maintained by S&K Engineering. In the case of a failed test, the employee will be immediately suspended pending the results of a second follow-up test, conducted by the Company's external Occupational Health Provider. Alternative methods of testing may be used by the external Occupational Health Provider. In the event of any evidence indicating a failed test, disciplinary procedures will be initiated against the employee.

Disciplinary Action:

In line with the Company's disciplinary procedures, the following will be regarded as serious misconduct:

- a) Attending work and/ or carrying out duties under the influence of alcohol or drugs;
- b) Consumption of alcohol or drugs whilst in work (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal and only in exceptional cases will either notice or the reduced disciplinary action or a final written warning be applied.

Identification of Abuse:

The Company will provide training/ guidance where necessary to enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the Managing Director to determine whether there is sufficient concern to warrant a medical evaluation.

Alcohol or drug abuse related problems can come to the notice of management through:

- a) Failures in work performance or behaviour necessitating use of the disciplinary procedure. In such situations, this Policy must be implemented.



- b) Other means, where an employee seeks or agrees to accept assistance on a voluntary basis. In such situations, this Policy must be implemented.

The Company will ensure that all employees work within the laws concerned with the use of alcohol and drugs. In order to ensure compliance with the law, the Company will undertake drug and alcohol testing on employees. These may be carried out pre-employment, as part of a random testing scheme or as a result of an incident. Employees will be asked to agree to this testing as part of their contract of employment.

Testing will only be carried out as part of this Policy, and only by trained persons who will carry out the test in a non-invasive way.

Any employee who suspects a fellow worker of suffering from an alcohol or drug abuse problem should report these suspicions and the reasons for these to their supervisor or manager. This will be treated in total confidence.

The Company assures all employees that any alcohol or drug problem will be treated in strict confidence.

Summary:

The Company believes that effective workplace drug and alcohol policies are a better way of achieving results than alcohol/ drug testing. Providing an environment where employees can discuss any alcohol/ drug problems they have, with the prospect of gaining help and support, will also be more effective than a testing regime. Therefore, the undertaking of alcohol/ drug testing in the workplace will be minimal and used only where the Company has a reasonable belief that abuse is taking place.

The Company is committed to communicating the details of this Policy to all employees. Through induction training and regular toolbox talks, the Company will inform all employees of expectations and consequences, with regard to alcohol and drug abuse.

Signed:

A handwritten signature in black ink, appearing to read 'S. K. Engineering', is written over a horizontal line.

Managing Director S&K Engineering Ltd

Date: 03/04/2024

Review Date: 02/04/2025