



# DEADWOOD ARBORISTS | TREE CARE SPECIALISTS

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## Drug & Alcohol Policy

**Deadwood Arborists Tree Care Specialists Ltd.** is committed to ensuring a safe, healthy, and productive work environment for all employees, contractors, clients, and visitors. We recognize that drug and alcohol misuse can impair an individual's ability to perform their job safely and effectively, posing serious health and safety risks. As such, the consumption, possession, or influence of drugs and alcohol while on company premises, during work hours, or while operating company vehicles or equipment is strictly prohibited.

This policy applies to all employees, subcontractors, and any person representing as part of or on behalf of **Deadwood Arborists**. It's purpose is to:

- To maintain a safe and healthy work environment free from the risks associated with drug and alcohol misuse.
- To protect the safety and well-being of all employees, clients, and the general public.
- To comply with all relevant health and safety legislation and industry regulations.
- To provide support for employees who seek assistance for substance abuse issues.

### 1. **Alcohol:**

- Employees must not be under the influence of alcohol while at work, during work hours, or when performing duties for Deadwood Arborists.
- Alcohol consumption during working hours or on company property is prohibited, including during breaks.

### 2. **Drugs:**

- The use, possession, distribution, or sale of illegal drugs or controlled substances at work, on company premises, or during work hours is strictly forbidden.
- Employees are prohibited from working under the influence of illegal drugs, prescription drugs not prescribed to them, or over-the-counter medications that impair their ability to work safely.

### 3. Prescription Medication:

- Employees must inform management if they are taking prescription or over-the-counter medication that may affect their ability to perform their duties safely and effectively.
- In such cases, adjustments may be made to the employee's duties to ensure safety.

### Testing

Deadwood Arborists reserves the right to conduct drug and alcohol testing under the following circumstances:

- **Pre-employment Testing:** Potential employees may be required to undergo drug and alcohol testing as part of the recruitment process.
- **Post-Accident Testing:** Employees involved in a workplace accident or incident may be required to undergo testing to determine if drugs or alcohol were a contributing factor.
- **Reasonable Suspicion:** If a supervisor reasonably suspects that an employee is under the influence of drugs or alcohol, testing may be required.
- **Random Testing:** Random drug and alcohol testing may be conducted, especially in safety-critical roles or where required by law.

### Consequences of Policy Violation

Violations of this policy will result in disciplinary action, which may include:

- **Immediate Suspension:** Any employee found in violation of this policy may be suspended pending investigation.
- **Termination of Employment:** Repeated or serious violations will lead to dismissal.
- **Legal Action:** In cases involving the possession, distribution, or sale of illegal substances, law enforcement will be notified.

### Support for Employees

Deadwood Arborists recognizes that substance abuse is a health issue. Employees who voluntarily seek help for drug or alcohol problems will be supported. The company will provide assistance through:

- **Referral to Support Services:** Employees may be referred to counseling or rehabilitation services.
- **Confidentiality:** All requests for help will be handled confidentially.
- **Return to Work Programs:** Employees returning from treatment will be supported with a reintegration plan that may include ongoing monitoring and adjustments to duties.

### **Employee Responsibilities**

- Abide by this policy at all times and ensure that their conduct does not put themselves or others at risk.
- Notify their supervisor if they suspect that a co-worker may be under the influence of drugs or alcohol.
- Seek assistance if they have a drug or alcohol problem before it impacts their work.

### **Manager and Supervisor Responsibilities**

- Enforce the drug and alcohol policy consistently and fairly.
- Take immediate action if they suspect an employee is under the influence of drugs or alcohol.
- Maintain confidentiality when dealing with employees who voluntarily seek assistance for substance abuse issues.

This policy will be reviewed annually or more frequently if necessary, to ensure it remains relevant and compliant with changes in legislation, industry standards and best practices.

With it, the business aims to create a clear framework for maintaining a safe work environment at Deadwood Arborists by addressing drug and alcohol use, outlining testing protocols, and providing support for employees who may struggle with substance abuse.

In our position as management of **Deadwood Arborists Tree Care Specialists Ltd**, we **Liam Hughes** and **Thomas Hughes** swear to uphold, enforce and review this policy.

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