

Drug and Alcohol Policy



Introduction

The purpose of this policy is to reduce and manage alcohol and drug problems in the workplace in order to provide a safe, healthy, and productive working environment for all employees, contractors, customers, and visitors involved in the company's operation.

Alcohol and drug abuse is a prevalent problem in society and causes many problems for employers and employees. These problems include ill-health, sickness absence, reduced productivity, and accidents. As a result, alcohol and drugs adversely affect health and safety at work because they impair co-ordination, judgment, and decision making.

This policy applies to all employees. All employees will be treated consistently and fairly in line with this policy and all matters concerning alcohol and drugs shall be treated as confidential.

Policy Rules

1. Employees may not consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where they may still be under the influence of alcohol and drugs effects which may carry over to the working hours.
2. No employee shall be in possession of alcohol or illegal drugs in the workplace.
3. No employee should try to report to work when unfit due to alcohol or drugs.
4. No employee shall supply others with illegal drugs or alcohol in the workplace.
5. Employees who are taking prescription drugs should ensure that they are aware of any side effects and advise their manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.
6. If a supervisor or manager believes that an employee is under the influence of drugs or alcohol whilst on site or premises, the employee will be asked to leave and will be investigated further which could lead to a dismissal.
7. In certain circumstances, you may be required to take a test of alcohol or illegal drugs on site, either as part of a random testing initiative or otherwise. Any refusal can lead to disciplinary action.

Enforcement

The policy on alcohol and drugs will be strictly enforced.

Disciplinary action will be taken if the policy is breached, which result in dismissal in accordance with company policy.

If an employee is under the influence of alcohol or drugs while reporting to work or during their work, they must be sent home immediately. Additionally, all possessions or dealings of illegal drugs on Company premises will be reported to the police without exception.