



## GEODEC – Drug & Alcohol Policy

### 1. Purpose

GEODEC is committed to providing a safe, healthy, and productive workplace. The misuse of drugs or alcohol poses serious risks to health, safety, performance, and company reputation.

This policy sets out our standards, responsibilities, and procedures to ensure compliance with UK law, including the **Health and Safety at Work etc. Act 1974**, the **Misuse of Drugs Act 1971**, the **Road Traffic Act 1988**, and all related legislation.

### 2. Scope

This policy applies to:

- All **employees** of GEODEC.
- All **subcontractors, agency workers, consultants, and temporary staff** engaged by GEODEC.
- All GEODEC and client sites, vehicles, and work-related settings.

### 3. Policy Rules

- **Zero tolerance:** The possession, supply, use, or being under the influence of alcohol, illegal drugs, or controlled substances (without prescription) during working hours or on company/client premises is prohibited.
- **Fitness for duty:** All individuals must present themselves for work free from the influence of drugs or alcohol.
- **Medication:** If prescribed or over-the-counter medication may impair work performance, it must be declared confidentially to management before commencing work.
- **Driving and machinery:** Any employee or subcontractor required to drive or operate machinery must have zero alcohol in their system and must not be under the influence of drugs, in line with the **Road Traffic Act 1988**.
- **Alcohol during work hours:** Consumption during working hours, including breaks, is prohibited unless expressly authorised in advance for a controlled company function.



#### 4. Testing & Monitoring

GEODEC reserves the right to conduct **alcohol and drug testing** where:

- There is reasonable suspicion of misuse.
- An accident, near-miss, or incident has occurred.
- Testing is a contractual or client requirement.
- As part of random testing programmes in safety-critical roles.
- **Refusal to test** will be treated as a breach of this policy.

#### 5. Breach of Policy – Consequences

##### Employees

- **Minor breach (e.g., first incident where no safety risk occurred):**  
Formal investigation, possible written warning, and mandatory removal from site until fit for duty.
- **Serious breach (e.g., intoxication on site, refusal to test, possession/supply, safety-critical impairment, repeat offence):**
- Immediate suspension pending investigation.
- Possible **summary dismissal for gross misconduct** in line with UK employment law.

##### Subcontractors

- **Any breach:** Immediate removal from site pending investigation.
- **Serious breach** (as above):
- Termination of subcontractor agreement with immediate effect.
- Incident may be reported to the client.
- Where illegal substances are involved, the matter will be reported to the police.

#### 6. Duty of Care & Support

- Employees who **voluntarily declare** a substance misuse issue before disciplinary action will be treated sympathetically and may be offered support, adjusted duties, or referral to occupational health services.
- GEODEC has no obligation to re-engage subcontractors who declare dependency, but support information may be provided.



## 7. Responsibilities

- **Management:** To enforce this policy consistently and fairly, investigate breaches, and ensure testing procedures are lawful and proportionate.
- **Employees & Subcontractors:** To comply fully with this policy, report for work fit for duty, and notify management of any medication or condition affecting safe work.
- **All staff:** To report any concerns about suspected breaches in confidence.

## 8. Confidentiality

All information relating to testing, medical disclosures, or breaches of this policy will be handled in strict confidence, in accordance with the **Data Protection Act 2018** and **UK GDPR**.

## 9. Review

This policy will be reviewed annually or sooner if required by changes in law, industry practice, or contractual obligations.

Signed By:

George Ryan Matthews  
1<sup>st</sup> September 2025  
office@geodec.co.uk