

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## DRUG & ALCOHOL POLICY

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## DRUG & ALCOHOL POLICY

### Table of Contents

1. Introduction .....	2
2. Scope.....	2
3. Key Principles .....	2
4. Definitions .....	3
5. The Impact of Drug and Alcohol Misuse .....	3
6. Managers' Responsibilities .....	3
7. Employees' Responsibilities .....	4
8. Use of Alcohol and Illegal Drugs While at Work.....	4
9. Support Mechanisms.....	5
10. Right of Search .....	5
11. Employee Testing .....	5
12. Enforcement of this Policy .....	5
13. Monitoring .....	6
14. Equality and Diversity Statement.....	6



SPECIALITY SECURITY INVESTIGATION GROUP

## **1. Introduction**

Speciality Security Investigation Group Limited (hereinafter referred to as ‘the Company’) is dedicated to fostering a safe, healthy, and productive environment for both the workplace and workforce. It has a legal and ethical responsibility to protect the health, safety, and welfare of its employees, contractors, the public, and all others affected by the Company’s activities.

The Company will treat all issues related to drug and alcohol use and their impact on employee performance and well-being with the utmost seriousness. This policy enables the fair and supportive management of cases where misuse or dependence affects an employee’s performance.

## **2. Scope**

This policy applies to all employees of the Company during working hours and outside normal working hours when an employee's actions have a direct or potential impact on their work performance or involve a criminal offence.

While this policy stands alone, it complements other HR policies, specifically:

- Managing Absence
- Capability
- Disciplinary
- Stress

## **3. Key Principles**

This procedure follows the best practices outlined in the Home Office’s guidance on creating drug and alcohol policies. The Company has adopted the following fair and reasonable principles to guide this policy:

- Drug and alcohol dependence is considered a health issue, and employees will be supported in addressing the problem.
- Actions taken by employees while under the influence of or due to dependence on drugs and/or alcohol will be investigated and may be managed under the Company’s disciplinary policy, if relevant.
- All incidents will be treated with confidentiality unless legal requirements dictate otherwise.

Proactive measures to support the policy and procedure include:

- Manager Training
- Employee Awareness Campaigns

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

- Referrals for appropriate support or treatment
- Support during treatment programmes
- Information on access to support groups and organisations

#### 4. Definitions

- **Drug use** – includes the use of illegal drugs, prescription medication, over-the-counter medicines, or any other substances (e.g. glues, aerosols) that are deliberately misused and affect behaviour or performance.
- **Alcohol misuse** – drinking that repeatedly impacts a person's health or personal/professional relationships at work, thus reducing their efficiency and reliability.
- **At work** – Employees are considered to be 'at work' for the purposes of this policy when they are being paid by the Company to work, or when on formal standby.
- **Workplace** – Includes all land, properties, car parks, buildings, structures, installations, lockers, toolboxes, vehicles, or equipment owned, leased, or used by the Company.

#### 5. The Impact of Drug and Alcohol Misuse

The misuse of drugs and alcohol can have extensive effects on individuals and organisations. Alcohol and drugs may impair judgment, behaviour, capability, productivity, safety, and health. The impact extends to family members, friends, colleagues, and members of the public.

Potential costs fall into three categories:

1. **Measurable costs** – sickness, reduced productivity, or poor-quality work
2. **Hidden costs** – management time diverted, workplace friction, and staff turnover
3. **Other costs** – legal actions, health and safety incidents, and support costs

#### 6. Managers' Responsibilities

- Duty of care for employees
- Notify Human Resources immediately about any employee drug or alcohol-related concerns
- Communicate the policy clearly to employees
- Evaluate health and safety risks from any actual or suspected misuse, and, if necessary, temporarily remove or reassign employees from safety-critical roles
- Report criminal activities (e.g., driving under the influence of drugs or alcohol) to the police
- Support employees through Occupational Health or specialist services

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

- Monitor the progress of employees undergoing treatment or rehabilitation
- Implement Absence, Disciplinary, or Capability Procedures where appropriate
- Inform relevant parties, e.g. Health & Safety or Safeguarding concerns

## **7. Employees' Responsibilities**

In line with Section 7 (a-b) of the Health and Safety at Work Act, every employee has a duty:

- To take reasonable care for their own health and safety and that of others who may be affected by their actions at work
- To cooperate with the employer and other relevant parties to ensure health and safety requirements are met

The Company expects employees to:

- Report to work fit and free from the effects of alcohol or drugs
- Remain free from the effects of alcohol or drugs during working hours or while on company business
- Seek confidential assistance if alcohol or drug issues arise
- Keep their manager and/or Human Resources informed of any alcohol or drug-related problem that affects their work or their own or others' safety
- Cooperate with the medical profession, support advisers, and the Company in any alcohol or drug management programme
- Report colleagues who appear to have alcohol or drug problems
- Understand and utilise the Whistleblowing Policy

## **8. Use of Alcohol and Illegal Drugs While at Work**

The use, possession, distribution, purchase, sale, or consumption of illegal drugs and/or alcohol during work hours is strictly prohibited and will be considered gross misconduct. Employees must not bring illegal substances or alcohol into the workplace or to any work-related event during working hours. If alcohol is purchased for personal use outside of working hours (e.g., during lunch), it may be temporarily stored on Company premises.

Alcohol consumption is only allowed during approved celebratory events, such as retirement parties, but it must be moderate. Managers must ensure that employees consuming alcohol do not drive or operate machinery following the event.

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## **9. Support Mechanisms**

The Company aims to assist employees with drug or alcohol problems, restoring their health and ability to perform their jobs. Support may be provided by Occupational Health, specialists, or relevant support organisations, following referrals from the manager or the employee's GP.

Confidential counselling is available to employees in appropriate circumstances. Whenever possible, employees will remain in a productive role during treatment. If this is not possible, employees will receive contractual sick pay in accordance with the Company's Absence Management Policy.

Failure to comply with the programme or an unsuccessful outcome within the set timeframes may result in the loss of entitlement to occupational sick pay and possible termination of employment through the Company's capability or disciplinary procedures.

## **10. Right of Search**

The Company reserves the right to inspect the workplace and, with consent, search any individual or personal property to enforce this policy. Although personal searches cannot be enforced, refusal to comply may result in disciplinary action.

## **11. Employee Testing**

The Company may require medical screening of employees while at work or in the workplace.

Employees will be informed of the purpose of the screening, the data collected, how it will be stored, and the consequences of the tests.

Refusal to provide the necessary biological samples will be treated as gross misconduct and dealt with under the disciplinary procedures. Tests will be conducted by trained professionals in appropriate settings.

All medical assessments, test results, and communications will remain confidential. If an employee's performance is believed to be impaired due to substance abuse, the Company reserves the right to request a medical examination to identify the cause.

## **12. Enforcement of this Policy**

Any breach of this policy will be thoroughly investigated and dealt with according to the Company's Disciplinary Procedure. Non-compliance by others will result in their removal from the workplace. The Company will inform the police and other relevant authorities if there is reasonable suspicion that a criminal act has occurred.

# SSIG

SPECIALITY SECURITY INVESTIGATION GROUP

## **13. Monitoring**

Anonymous statistical data will be gathered to assist the Company in evaluating the effectiveness of this policy and procedure.

## **14. Equality and Diversity Statement**

The Company is committed to eliminating discrimination and promoting equality of opportunity and diversity in all its practices. We believe that all individuals are entitled to be treated with dignity and respect. We are committed to ensuring that both employees and service users receive fair and equitable treatment.