



## **DRUGS & ALCOHOL POLICY**

### **Drugs, alcohol and the workplace**

It is in everyone's interest for the Company to maintain a healthy, safe and productive working environment. This policy sets out the rules you must follow in relation to drugs and alcohol as an employee of this Company.

It is very important that you comply with this policy at all times as the Company considers any breach to be a serious matter. If you are found to be in breach of this policy, you may be dismissed without notice or pay in lieu of notice.

### Drugs

#### **Using, possessing, selling and supplying drugs**

Apart from drugs prescribed for you, or over the counter medication (both of which must be taken as directed), you are strictly prohibited from using or possessing drugs, including 'legal highs':

- During working time;
- Whilst on company, client or suppliers' premises (this includes vehicles);
- At lunchtime or during breaks;
- When representing the Company at business/client functions or conferences;
- When attending company organised social events outside normal working hours.

You must not sell or supply illegal drugs, prescription medication or 'legal highs' in the circumstances specified above. Furthermore, it is important to remember that if you engage in activities outside the workplace that could seriously damage our reputation; this may affect your on-going employment with us.

Incidents involving the possession or use of illegal drugs on company premises will result in the authorities being notified.

#### **Attending work under the influence of drugs**

You are strictly prohibited from attending work or business functions under the influence of drugs (including 'legal highs') or solvents. It is your responsibility to ensure you attend work in an unimpaired condition.

If you are taking prescription or over the counter medication we advise you to seek advice from your doctor or pharmacist regarding the effects this will have on you in your role and/or in the workplace. You should also have regard to any side effects or prohibited activities detailed in the instructions, such as drowsiness or advice that you should not operate heavy machinery.

You should advise the Office Manager in confidence if medication may have an impact on your health and safety or that of others. This is to enable the Company to take appropriate action where necessary. You do not have to inform the Company of what illness the medication relates to.

### Alcohol

#### **Attending work under the influence of alcohol**

You are strictly prohibited from attending work under the influence of alcohol. It is your responsibility to ensure you attend work in an unimpaired condition.

#### **Consuming alcohol**

You are strictly prohibited from consuming alcohol:

- During working time;
- Whilst on company, client or suppliers' premises (this includes vehicles);
- At lunchtime or during breaks;
- When representing the Company at business/client functions or conferences.



Where permission is given for alcohol to be consumed, you must demonstrate responsible behaviour and maintain a professional image and standards at all times. You must remember that the Company's usual code of conduct still applies. Excessive alcohol consumption or unacceptable behaviour will not be tolerated by the Company. These rules are equally applicable to work related social events, such as Christmas parties, where prior permission is not required to consume alcohol.

If you are permitted to consume alcohol, you must ensure that you comply with relevant legislation including drink driving legislation.

### **Bringing alcohol into the workplace**

Alcohol must not be brought onto company or client's premises (including vehicles) without the prior permission of a Director. The only exception to this is that you are permitted to bring alcohol onto our premises if it has been given as a gift from a client and you comply with the Company's gift policy.

In the event that you are permitted to bring alcohol onto company premises it must remain sealed and out of sight of visitors.

If you have personal use of a company car, you are permitted to carry alcohol in it providing this is done in your own time and you comply with road traffic laws.

### Driving whilst under the influence of alcohol or drugs

If we know or suspect that you are under the influence of alcohol or drugs we will not permit you to drive, whether this is your own or a company vehicle. In such circumstances we will ask that you make alternative arrangements to get home and will reasonably assist you to do so, such as by ordering a taxi. Where you insist on driving, it may be necessary for us to contact the police.

If you have any questions regarding this Drug and Alcohol policy please contact the Office Manager.

### **Policy on Testing for Drugs and Alcohol**

The Company has a policy of carrying out drug and alcohol testing which is applicable to all employees. We consider employees being under the influence of drugs or alcohol in the workplace, or during working time, to be a very serious matter.

This policy outlines what a positive test for drugs and/or alcohol is, the circumstances in which the Company may carry out testing and the type of testing that will be used.

We must advise you that if you test positive for drugs and/or alcohol you may be dismissed without notice or pay in lieu of notice.

You may also be dismissed without notice or pay in lieu of notice if you fail to comply with testing procedures or you refuse to undergo a drug or alcohol test.

### Testing positive for drugs and/or alcohol

A positive test result is where:

- You have a blood alcohol level that exceeds the legal drink drive limit of 80mg/dl of blood;
- You test positive for illegal drugs;
- The level of prescription medication in your body exceeds that which has been prescribed for you;
- The level of over the counter medication in your body exceeds the recommended dose;
- You test positive for solvents.

The above is a non-exhaustive list.



### When testing may be carried out

#### **Accident / incident testing**

Where there has been an accident/incident, as part of our accident investigation procedure, we may ask you to undergo drug and alcohol testing.

Whilst we are not limited to carrying out testing only in the circumstances below, they are examples of when we foresee carrying out such testing.

Where an accident or incident involves the use of:

- Any mechanical handling equipment;
- Company vehicles (e.g. pallet truck, fork lift truck, company car etc.).

#### **For cause testing**

You will be asked to undergo drug/alcohol testing where we have reasonable suspicion that you may be under the influence of drugs or alcohol, or we have cause to test you for this. Circumstances where this may occur include:

- Abnormal behaviour (e.g. aggression, euphoria, hyperactivity or lethargy and tiredness) for that person;
- Difficulty in walking or performing manual functions normally;
- Incoherent or slurred speech;
- Smell of alcohol;
- Bruising and/or injection marks or obvious changes in pupil size;
- Third party observations from employees, contractors, visitors etc.;
- Discovery of illegal substances or empty alcohol containers on company /customer property.

The above is not an exhaustive list of circumstances in which you may be tested for alcohol and/or drugs.

#### **Random Testing**

Random testing will be used to detect use of alcohol and/or drugs. This will occur during each quarter of the year, at a time designated by management.

Three employees from the entire payroll will be asked by their manager to undergo testing. The random selection will be made by senior Management.

#### **Testing on client sites**

If you attend or work on a client's site you may be subject to drug and alcohol screening as a part of the client's own drugs and alcohol policy. Company employees are expected to cooperate with this.

#### **Follow-up testing**

If you are undergoing treatment or rehabilitation for drugs or alcohol, you should be aware that substance abuse testing may be necessary to check progress and compliance.

### How testing will be carried out

The method we will use to test for alcohol is breath, saliva and/or urine. The method we will use to test for drugs is saliva and/or urine.

On-site testing will be carried out by an external provider who is specially trained to carry out workplace drug and alcohol testing, or senior managers who have received appropriate training. Before any tests take place, you will be asked if you consent to undergoing testing. Drug and alcohol tests will take place in a private location such as a manager's office where saliva tests are used.

If you have any questions about this policy, please speak to the Office Manager.

**Signature:**

**Name:** Mr James Lloyd

**Date:**.....23.01.2021.....

**Review Date:**.....23.01.2022....

**Position:** Managing Director



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