



DRUGS & ALCOHOL POLICY

Policy Statement

The Company is committed to maintaining a safe, healthy, and productive working environment for all employees, contractors, clients, and visitors.

The use of alcohol or drugs in a manner that affects safety, performance, conduct, or reputation may result in disciplinary action, up to and including dismissal, following a fair and reasonable procedure.

This policy will be applied in line with the ACAS Code of Practice on Disciplinary and Grievance Procedures and all relevant UK legislation.

Scope

This policy applies to all employees and workers of Three Shires Limited while:

- At work or during working time
- On company, client, or supplier premises (including vehicles)
- Attending work-related events or business functions
- Representing the Company in any capacity
- On-call duties (which are considered working time for the purposes of this policy)

General Principles

Employees must not:

- Attend work unfit for duty due to alcohol or drugs (including legal highs or misuse of medication)
- Possess, use, supply, or sell illegal drugs on company time or premises
- Misuse prescribed or over-the-counter medication in a way that impairs performance or safety

Employees are expected to take reasonable steps to ensure that they do not consume any illegal drugs, substances or non-prescribed medication outside of the workplace. Criminal activity in the workplace involving drugs will, in every case, require the Company to alert the police.

Alcohol at Work

Alcohol must not be consumed during working time or on company premises without prior written authorisation from a Director.

Where alcohol is permitted at work-related events:

- Employees must behave responsibly and professionally
- The Company may withdraw permission at any time
- Employees remain subject to conduct standards at all times

Employees must not attend work in an unfit state due to alcohol consumption prior to work.

Filename:	Drugs & Alcohol Policy	Approved by:	Michael Smith	Issue Version:	009
Reference:	PO14	Position:	HR Manager	Issue Date:	June 2026
Category:	Policies	Signature:		Last Reviewed	June 2026
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Drugs and Medication

1. Illegal Drugs

The use, possession, distribution, or sale of illegal drugs during working time or on company premises is strictly prohibited and will normally be treated as gross misconduct.

2. Prescription and Over-the-Counter Medication

Employees may use prescribed or over-the-counter medication in accordance with medical advice.

Employees are encouraged to inform the HR Manager (in confidence) if medication may affect their ability to work safely. The Company will consider reasonable adjustments where appropriate.

Employees are not required to disclose medical conditions unless necessary for health and safety or workplace adjustments.

Testing for Drugs and Alcohol

The Company may conduct drug and alcohol testing where it is reasonable, proportionate, and justified by operational or safety needs.

Testing may include but not limited to:

a) Post-incident testing

Following an accident or serious incident where substance use may be a contributory factor.

b) For-cause testing

Where there is reasonable belief of impairment based on behaviour, evidence, or credible reports.

c) Random testing

Random testing may apply to all roles connected and associated with Three Shires Limited works. Selection will be genuinely random and proportionate to risk.

d) Client site testing

Employees must comply with lawful client testing requirements where this is a condition of site access.

e) Return-to-work testing

May be used where an employee returns to a to their role following a substantiated substance-related issue or agreed rehabilitation plan.

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Consent and Refusal

Employees will normally be asked to provide informed consent before testing.

However, refusal to undergo a lawful and reasonable test without good cause or reason may be treated as a disciplinary matter and may lead to disciplinary action, including dismissal.

Where refusal is due to medical or other legitimate reasons, this will be considered before any action is taken.

Test Results and Action

A positive test may include:

- Illegal drugs present in the system
- Alcohol levels above relevant legal or workplace thresholds
- Evidence of misuse of medication or other substances affecting safety or performance

A positive result will not automatically result in dismissal. The Company will consider:

- The circumstances
- The employee's role and safety risk
- Length of service
- Mitigating factors
- Any underlying medical condition or dependency
- The need for occupational health advice

Disciplinary action, where necessary, will be handled in accordance with the Company's disciplinary procedure.

Support and Rehabilitation

The Company recognises substance dependency as a health issue and encourages employees to seek help voluntarily.

Where appropriate, the Company may:

- Refer employees to Occupational Health
- Support access to external support services
- Agree a rehabilitation plan
- Temporarily adjust duties where reasonable

Absence for treatment will normally be treated as sickness absence in accordance with the Company's sickness policy.

Support does not remove the possibility of disciplinary action where conduct or safety issues arise.

Driving and Safety

Employees must not drive or operate machinery while unfit due to drugs or alcohol.

Where the Company believes an employee is unfit to drive, reasonable steps will be taken to prevent them doing so and to arrange safe transport where necessary.

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Confidentiality and Data Protection

All information relating to testing, health, or substance dependency will be handled confidentially and in accordance with UK GDPR.

Information will only be shared on a need-to-know basis.

Fair Process and Disciplinary Action

Any alleged breach of this policy will be investigated fairly and in line with the Company's disciplinary procedure.

Employees will have the right to:

- Be informed of allegations
- Respond to evidence
- Be accompanied at disciplinary meetings
- Appeal any disciplinary outcome

Dismissal will only occur where it is reasonable in all the circumstances.

Signed

Print James Lloyd
Position Managing Director

Date 4th June 2026

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