



Drugs & Alcohol Policy

GENERAL

Bartlett Roofing Limited, and all subsidiaries trading as part of the Group, wish to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

Managers will be responsible for identifying and controlling risks at their level of responsibility. Scott Bartlett will have overall responsibility for the effective implementation of the Policy.

Bartlett Roofing Limited reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

CONFIDENTIALITY

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The Managers can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

ASSISTANCE

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

1. ALCOHOL

Bartlett Roofing Limited requires its Sub-contractors/employees to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

Alcohol consumption during working hours, or within any company property is strictly prohibited and will result in summary termination of employment.

Bartlett Roofing Limited reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances: -

- After an accident or incident, where there is suspicion of drinking that contravenes the BAR regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.
- Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at increased risk.

2. DRUG MISUSE

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Bartlett Roofing Limited requires its sub-contractors/employees to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours, or within any company property is strictly prohibited and will result in summary termination of employment.

Bartlett Roofing Limited reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances: -

- If help is refused and/or impaired performance continues;
- After an accident/incident, where there is suspicion of drug misuse;
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B. Possession/dealing will be reported immediately to the Police.

Signed:



Director, Scott Bartlett
Bartlett Roofing Limited
Dated: 08th May 2019

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