



TIMESING
HONEST SUPPORT, PRECISE ADVICE.

DRUGS AND ALCOHOL POLICY



1 Introduction

TIMESING are a responsible business and responsible employers, and we take our obligations to our employees, our supply chain and our clients very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees, those we work with and those we provide services to and to help us comply with our legal duties.

The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises.

This policy covers all TIMESING employees, consultants, contractors, volunteers and agency workers.

All our Directors and Managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff and our supply chain understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substances and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Employees, consultants, contractors, volunteers and agency workers who develop drug and/or alcohol related problems cause harm to themselves, to others and impair their performance.

2 Aim

This policy aims to:

- Comply with our legal obligations to provide a safe and healthy working environment for all staff;
- Comply with all of the general requirements required by law;
- Raise awareness of the effects of drug and/or alcohol misuse, problems and addiction and their likely symptoms;
- Ensure that our employees and our supply chain are aware of their responsibilities regarding drug and/or alcohol misuse and related problems;
- Encourage a sensible approach to drinking alcohol;
- Indicate restrictions on drinking alcohol in the workplace;



- Protect our staff, supply chain, clients and members of the public from the dangers of drug and/or alcohol abuse;
- Ensure that our employees and our supply chain who have a drug and/or alcohol related problem affecting their work are dealt with sympathetically, fairly and consistently.

3 Misuse of Drugs

It is an offence to supply, produce, offer to supply or produce controlled drugs.

The Misuse of Drugs Act 1971 makes it an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the smoking of cannabis or opium on those premises.

It is also an offence to aid or abet any of these offences.

Misuse of drugs can lead to reduced levels of attendance, reduced efficiency and performance, along with impaired judgement and decision-making. Employees and suppliers should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;
- Impairment of performance; and
- Increase in short term sickness absence.

If employees or suppliers notice a colleague displaying any or all of these symptoms, they should encourage them seek assistance through their line manager. If they will not seek help themselves, they should draw the matter to the attention of their own line manager. Employees or suppliers should not, under any circumstances, discuss their concerns with any other colleagues.

If employees or suppliers are prescribed medication, they must seek advice from their GP about the effect on their ability to carry out their job and whether duties should be modified. If so, employees should advise Laila Pacheco (Administrative Director) immediately.



4 Searches

TIMESING reserves the right to conduct searches for drugs on our premises including searches of desks, drawers, filing cabinets, lockers and bags.

5 Prohibition of Drugs

Employees are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without limitations due to the use or after-effects of drugs.

Suppliers are expected to provide the services and to be able to perform their duties safely without limitations due to the use or after-effects of drugs.

The use of drugs also includes the use of substances formerly known as “legal highs” or psychoactive drugs, which are legal substances which have the effect of illegal drugs.

No non-prescription drugs can be consumed in, or brought onto, company premises, land or vehicles at any time by any person irrespective of their status in, or business with, TIMESING.

The prohibition of non-prescription drugs extends to all activities carried out by employees whilst they are at work and to all activities carried out by suppliers whilst they are providing the services. These activities include, but are not restricted to, driving on company business, when on call or standby duties or when on trips for company business, training or social events.

6 Consumption of Alcohol

TIMESING acknowledges that in a social environment the consumption of alcohol in moderation is an accepted part of life. We also recognise that, in the workplace the consumption of alcohol can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case the health of the individual employee or supply chain personnel will be affected and quite possibly the health and safety of those around them.

While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:



- Frequent absences on Mondays and Fridays;
- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of hygiene;
- Spasmodic work patterns and lower productivity; or
- Poor relations with others.

7 Restrictions on Drinking Alcohol at Work

Unless it is formally approved by TIMESING in writing;

- employees may not consume alcohol during normal working hours, nor should they be incapable of work through the consumption of alcohol, and;
- our suppliers may not consume alcohol whilst providing the services to TIMESING and/or our clients, nor should they be incapable of providing the services through the consumption of alcohol.

Alcohol must not be consumed in:

- any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.
- excess or in sufficient quantities to impinge on the exercise of any individual's duties when on TIMESING business outside normal working hours, for example when involved in functions or in providing hospitality.

TIMESING Employees;

- are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to Laila Pacheco (Administrative Director).
- who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to Paschal Walsh (Managing Director).
- will be held to be contributory negligent in the event that whilst on TIMESING business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol;
- who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

TIMESING Suppliers;



- are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to Laila Pacheco (Administrative Director).
- who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to Paschal Walsh (Managing Director).
- will be held to be contributory negligent in the event that whilst on TIMESING business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Supplier's consumption of alcohol;
- who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for breach and may face termination and legal action.

8 Principles

All information relating to an employee's health including, but not limited to, matters involving drugs, will be collected, held, and processed in accordance with the TIMESING Privacy Policy.

If an employee is diagnosed as having a drug-related problem TIMESING will treat it as a health matter. This does not however excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.

Alcohol and drug-related problems may develop for a variety of reasons and over a long period of time. All such issues will be dealt with, as far as possible, in a constructive and sympathetic manner. The person responsible for all such issues in TIMESING is Laila Pacheco (Administrative Director) who will also provide employees with the details of where to seek further information and help.

All requests for help will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the TIMESING Privacy Policy. However, it must be recognised that, in supporting staff, some degree of information-sharing is likely to be necessary.

TIMESING reserves the right to give affected employees lighter duties at the same rate of pay or require them to take paid leave if it is deemed appropriate.

Following effective treatment and in the absence of any disciplinary action TIMESING will endeavour to return an affected employee to the same role previously fulfilled by the employee or, where this is not possible, to a suitable alternative.



In the event that an employee following successful treatment for a drug related problem suffers a relapse TIMESING [is under no obligation to make provision for any further treatment and the employee in question may face summary dismissal.

If it is considered that the working environment or culture is the cause or a contributor to a drug related problem, TIMESING will take all reasonably practicable steps to ensure a reduction of such problems.

9 Disciplinary Action

A breach of these rules by an employee will be defined as gross misconduct and it is likely that the employee in question will face summary dismissal. If, however, an employee agrees to undertake appropriate treatment and/or rehabilitation for an acknowledged drug-related problem, TIMESING may decide to suspend any ongoing disciplinary action for related misconduct or poor performance pending the outcome of the treatment.

A breach of these rules by a supplier will be defined as a breach of contract and it is likely that the supplier in question will be required to replace the individual concerned with an equally qualified and experienced substitute or face termination.

This policy has been approved & authorised by:

Name:	Paschal Walsh
Position:	Managing Director
Date:	1 September 2024