

Version 1

Substance Misuse Policy

Owner	Job Title	Issue	Issue Date	Changes
Kim Hubbard	HR Advisor	1	17/09/2025	First Issue

Index

Introduction

Scope

Principles

Proactivity

Support

Testing

Self Help

Relapse

Use of Prescribed Medicines

Absence

Disciplinary Action

Involving the Police

Confidentiality

Company Events

Responsibilities

Team Members

Managers

References

Definitions

Introduction

Active Ants has drafted this substance misuse policy in order to promote a sensible attitude towards alcohol and drugs and outline its commitment to offer reasonable support and assistance to those employees who may need it. It is recognised that, for a variety of reasons, employees could develop alcohol or drug related problems.

Active Ants is sympathetic to these problems. However, any misuse or abuse of alcohol and drugs presents a serious problem in the workplace. We have a responsibility under Health and Safety Law to protect the welfare of all our employees. Employees who drink excessively or take unlawful drugs (including legal highs and undeclared use of prescription or over the counter medication that can have an impact on their fitness for work) are likely to have work accidents, endanger their colleagues, be absent from work, and work less efficiently. For these reasons, the following rules apply to protect our employees from the harmful effects of unlawful drugs and excessive alcohol consumption.

The Company is aware that in some instances substance dependency can be defined as an illness and therefore actively encourages any Team Member who may have or who is developing a substance dependency to seek our help. When appropriate, we will offer assistance in seeking relevant and evidence based treatment.

Scope

This Policy applies to all Team Members and Workers (direct and non-direct) regardless of their job function and is applicable to all Company premises.

This Policy shall form part of the terms and conditions of employment for all direct Team Members but shall be non-contractual.

Principles

Proactivity

Team Members must be aware of their responsibility that when they have or are developing a substance dependency they must come forward and seek assistance at the earliest possible opportunity before they contravene this Policy. Team Members should contact their line manager, any other manager, or the HR Department. Any Team Member with a substance dependency who only declares they have a dependency when a serious misconduct issue has arisen whilst awaiting a test or when they are proven to be in contravention of this Policy will be subject to the same disciplinary procedures as any other Team Member who contravenes this Policy.

Support

Managers will offer support to employees who proactively come forward to advise that they have an alcohol or drug problem. A non-direct worker who seeks assistance from the Company will be referred to their own employer.

This support may take the form of (as appropriate):

- Counselling
- The opportunity to attend treatment within work time if appropriate. If an employee is absent, normal sick pay arrangements will apply.
- Regular capability reviews

If the problem has become apparent because of a decline in work performance, management will place the employee on a performance improvement plan where the employee will be required to demonstrate improvement and satisfactory completion of the support programme. If performance does not improve, disciplinary action will be taken.

Assurance testing will be carried out in all cases. The duration of the assurance testing will be determined on a case by case basis but is likely to be for several months.

The support necessary should be reasonable and time limited.

Testing

Testing applies to all Team Members. The purpose of testing is to ensure that due diligence is exercised and to deter and/or detect Team Members working on Company premises who are suspected of being in contravention of this Policy or of being impaired due to the use of substances including alcohol or drugs (legal or illegal).

Testing will be carried out in the following circumstances:

- Intervention – When it is suspected that a Team Member is in contravention of this Policy or when it is suspected that a Team Member is impaired due to the use of substances including alcohol or drugs, testing may be used as part of an assessment process.
- Random Testing – We reserve the right to randomly test Team Members. This is included in all contracts of employment. We may recognise particular high risk groups, for example MHE drivers, and focus random testing on such groups. The frequency of the testing is at the discretion of the company and may increase where there is reasonable belief that a problem may exist at a particular site or within a certain department. The % of a grouping to be tested is at the Company's discretion. Selection for random testing will be via a **randomiser button**.

- Post-Accident/Incident – As part of an accident/incident investigation, testing will, when possible be carried out after the following incidents:
 - an accident resulting in death or major injury
 - any reported incident causing or having the potential to cause death or major injury
 - a collision between vehicles and pedestrians – both parties will be liable for testing
 - a collision between vehicles, property and/or equipment
- Assurance - If a Team Member's performance is affected by a dependency to any substance or when they are being supported by the Company for a substance dependency they will be required to undergo assurance testing.

The Company will use breath testing for alcohol and fingerprint testing for drugs but reserves the right to use other approved methods of testing if necessary. In all circumstances both drug and alcohol testing will be undertaken unless the company is performing assurance testing for a known (specific) dependency. Where any doubt exists both tests will be undertaken.

Should a Team Member refuse to consent/comply with the testing process or provide a sample for testing, the Company reserves the right to treat a refusal to consent/comply with the testing process or provide a sample for testing the same as a positive test result. The Team Member will be suspended immediately on full pay, pending the outcome of a disciplinary investigation.

A refusal by a non-direct worker to consent/comply with the testing process or provide a sample for testing will result in that worker being removed from the Company premises. Their employer will be notified of this decision.

All testing will be recorded and added to the employee's Cascade record.

Laboratory Testing

Should a fingerprint test come back as a non-negative for a drug, 2 further fingerprint samples are taken and sent off to an approved Lab Testing facility. One slide is independently tested for confirmation of the substance, and the other slide is frozen. Should a person disagree with the results of the laboratory testing they can challenge this by following the testing companies challenge policy available from the Active Ants HR Department

Self Help

Active Ants will offer support but they must be provided with evidence that the employee is accessing the support offered and making progress toward eliminating the dependency. If an agreed or

recommended course of treatment is not followed by a Team Member or is ineffective then they will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures.

Relapse

We acknowledge that relapse is common with alcohol and drug problems and in normal circumstances, we will support employees through one relapse after treatment. We will treat subsequent relapses on a case-by-case basis. During any review, we will take into account the needs of the department and the business needs of the organisation. Managers should make sure that employees are aware that disciplinary procedures may begin following subsequent relapses.

Use of Prescribed Medicines

Team Members should recognise that prescribed and over-the-counter medicines may cause impairment to their safety and performance at work. It is therefore the Team Member's responsibility to seek advice from their medical practitioner or pharmacist on any medicines they are taking. They should inform their line manager or HR of any possible side effects of their medication that could impair them at work. Any medical information will be treated in strictest confidence.

Absence

During any period of absence from work for agreed treatment, the Company's normal sick pay arrangements will apply and absence for treatment will be treated as normal sickness.

Disciplinary Action

Contravention of these rules is a very serious matter and the Company will take disciplinary action in the event of an infringement under the Company's Disciplinary Procedure, which may include summary dismissal. For non-direct workers, they will be referred to their own employer when there is a contravention of these rules.

Involving the Police

Employees found in possession of illegal drugs or using illegal drugs while at work will normally be reported to the police.

Confidentiality

A Team Member who seeks the assistance of the Company in obtaining help and support for a substance dependency is assured of their confidentiality being respected by the Company.

Company Events

Team Members may consume alcohol at Company arranged functions when such consumption has been authorised by a Senior Manager. Such functions will, when possible, be arranged for times when Team Members do not have to return to work having consumed alcohol. However, if alcohol is consumed they must not drive a vehicle or return to work on any of the Company's premises whilst impaired due to

alcohol. Team Members must remember that they are acting as ambassadors of the Company and their behaviour is appropriate, lawful and does not offend, harass or irritate others present, nor does it in any way, bring the Company into disrepute or undermine our brands.

Responsibilities

Within this Policy, there are specific responsibilities to be undertaken by all Team Members. Action needs to be taken in the event of a suspected contravention of this Policy, an incident/accident or when a Team Member displays signs of impairment due to any substance.

Team Members

- Have a duty of care under the Health & Safety at Work Act 1974 (Section 7a) not only for their own health and safety, but the health and safety of others who may be affected by their acts or omissions.
- Should familiarise themselves with this Policy and the implications arising from a contravention of this Policy.
- Inform their manager of any new prescribed medication which may have an impact on their role or show up in a drug test.
- Must be aware of their responsibility that when they have a genuine concern about another Team Member in relation to substance impairment, misuse or dependency they must take their concerns to their line manager, any other manager or HR immediately. Such concerns will be taken seriously and mechanisms for dealing with them are in place. Any Team Member working for the Company should feel able to raise genuine concerns appropriately without fear of victimisation however this must be done with proper regard to principles of veracity and confidentiality.
- Must not report or try to report on Company premises whilst impaired due to the use of any substance including alcohol or drugs (legal or illegal).
- Must not be in possession of alcohol or illegal drugs on Company premises. Unopened containers of alcohol will be permissible when alcohol is purchased offsite for consumption outside of work.
- Must not consume alcohol, illegal drugs or misuse any substance whilst on Company premises, or whilst representing the Company.
- Must not attempt to sell, distribute or supply alcohol whilst on Company premises, or whilst representing the Company. Any contravention of this, without exception, will be reported to the Police.

Managers

Additional Responsibilities sit with all Managers, Line Managers, Supervisors and Team Leader, these are as follows:

- To ensure that the health and safety of those Team Members under their management or supervision is not endangered through the misuse of substances at work.
- To take the appropriate action against those Team Members whose job capability is impaired due to the use of substances.
- To take the appropriate action against those Team Members who are in contravention of this Policy.
- To refer to HR a Team Member who declares that they may have a substance dependency or when they have a concern regarding a Team Member's possible dependency.

References

Drug and Alcohol Testing Flow Chart

Active Ants Disciplinary Policy and Procedures

Active Ants Absence Management Policy

Definitions

- **Substances** – Includes but is not limited to alcohol, drugs and solvents.
- **Alcohol** – Includes, but is not limited to distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage purposes.
- **Drugs** – Any psychoactive substance (those drugs that have the potential to affect mood, thought process or perception), available both legally and illegally.
- **Illegal Drugs** – All those drugs covered by the Misuse of Drugs Act (1971) in the UK, and Misuse of Drugs Act (1977) in Ireland.
- **Company Premises** – To include all premises the Company has responsibility for and includes all Company vehicles. This policy also applies to all occasions where Team Members are on Company business, unless suspended with the agreement of the Company's Senior Manager.
- **Impaired (Alcohol) - England, Wales and Northern Ireland Premises** – In terms of this policy any person who has Breath Alcohol Concentration that exceeds 35microgrammes per 100 millilitres, (to be confirmed by an appropriate test) is deemed to be impaired due to the use of alcohol and therefore in breach of this policy.
- **Impaired (Alcohol) - Scotland and Ireland Premises** – In terms of this policy any person who has Breath Alcohol Concentration that exceeds 22microgrammes per 100 millilitres, (to be

confirmed by an appropriate test) is deemed to be impaired due to the use of alcohol and therefore in breach of this policy

- **Impaired (Drugs/Substances)** – In terms of this policy, any person found to have recently consumed legal/illegal drugs or misused any substance, (to be confirmed by an appropriate test) is deemed to be impaired due to the use of substances and therefore in breach of this policy.
- **Misuse** – This applies to using substances in an unsanctioned way. For example, any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical practitioner or pharmacist. It also applies to using any substance in a way that is harmful/hazardous to the individual or to others and which is likely to distort perception and response, or use of prescribed/over the counter medication that is being used without seeking advice and informing line managers if it could contribute to being unfit for work
- **Team Member** – This means a directly employed person of the Company
- **Non Direct Team Member** - any person who carries out work for the Company both on and off Company premises, and includes but is not limited to agency staff, contractors, or others who are present/working on company premises.
- **Alcohol abuse** – we define alcohol abuse as any drinking, either intermittent or continual, which interferes with health and/or social functioning and/or work capability or conduct.
- **Drug** – we define drugs as illegal, prescribed and over the counter medicines and solvents. In the case of prescribed and over the counter drugs, we recognise that their possession and use by the employee is legitimate.
- **Drug abuse** – we define drug abuse as the use of illegal drugs, the deliberate misuse of prescribed or over the counter drugs, and the use of solvents, either intermittent or continuous, which interfere with health and/or social functioning and/or work capability or conduct.
- **For Cause** - For a legitimate, specific reason; with justification i.e a Manager can perform a Drug / Alcohol Test if they have a legitimate reason i.e:
 - can smell drugs or alcohol on a person or within an area a person has been working.
 - another worker has reported that they believe the person may be under the influence of drugs and alcohol (and the manager believes their concern is legitimate and that there is no ulterior motive).
 - They witness a person acting in a way that may suggest that they are under the influence of drugs or alcohol.
 - The above is not a complete list and other reasonable with cause reasons may exist.

ACTIVE
ANTS

E-COMMERCE
LOGISTICS

powering  bpostgroup