



Itus Protection Limited Drug and Alcohol Policy

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Drug and Alcohol Policy

1. Introduction

Itus Protection Limited is committed to providing a safe and healthy workplace for all employees and maintaining high standards of professionalism and conduct. This Drug and Alcohol Policy outlines the company's approach to preventing drug and alcohol abuse in the workplace and promoting a safe and productive working environment.

2. Policy Statement

Itus Protection Limited prohibits the unlawful possession, use, distribution, or sale of drugs and alcohol in the workplace or while on duty.

Employees are expected to report to work free from the influence of drugs and alcohol and to perform their duties safely and effectively at all times.

Any violation of this policy may result in disciplinary action, up to and including termination of employment.

3. Scope

This policy applies to all employees, contractors, and representatives of Itus Protection Limited regardless of their role or position within the organization. It covers all company premises, vehicles, and work-related activities.

4. Responsibilities

Management: The management team is responsible for enforcing this policy, providing guidance and support to employees, and taking appropriate action in response to violations.

Employees: All employees are responsible for familiarizing themselves with this policy, complying

with its provisions, and reporting any concerns or incidents of drug or alcohol abuse to management.

5. Prohibited Conduct

Use or Possession: The unlawful use, possession, distribution, or sale of drugs or alcohol is strictly prohibited on company premises or while on duty.

Impairment: Employees are prohibited from reporting to work or performing their duties while under the influence of drugs or alcohol, as this poses a risk to their safety and the safety of others.

Misuse of Prescription Drugs: The misuse or abuse of prescription drugs without a valid prescription or as prescribed by a healthcare professional is prohibited. 6. Testing and Screening

Itus Protection Limited reserves the right to conduct drug and alcohol testing and screening of employees as part of routine testing programs, pre-employment screening, or in response to reasonable suspicion of drug or alcohol abuse.

Employees who refuse to undergo drug or alcohol testing may be subject to disciplinary action, up to and including termination of employment.

7. Confidentiality

All information related to drug and alcohol testing and screening shall be treated confidentially and shared only on a need-to-know basis, in accordance with data protection regulations.

8. Support and Assistance

Itus Protection Limited recognizes that drug and alcohol abuse may be a sign of underlying issues and is committed to providing support and assistance to employees who may be struggling with substance abuse problems.

Employees are encouraged to seek help voluntarily and may be provided with information about available support services, counselling, or treatment options.

9. Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including termination of employment, depending on the severity of the offense and the employee's disciplinary history.

10. Review and Update

This Drug and Alcohol Policy will be reviewed periodically to ensure it remains accurate, relevant, and effective. Changes may be made to the policy as necessary to address emerging risks, regulatory requirements, or organizational needs. Conclusion

By implementing and enforcing this Drug and Alcohol Policy, Itus Protection Limited can promote a safe and healthy workplace environment, protect employees from the risks associated with substance abuse, and maintain the integrity and professionalism of the organization.

