



DAP-01 Version 1 01/04/2025

Drug and Alcohol Policy

The purpose of this policy is to ensure a safe, healthy, and productive working environment for all employees, contractors, and visitors by:

- Preventing accidents and ill health caused by alcohol or drug use
- Supporting staff who may be experiencing problems with substance misuse
- Ensuring compliance with UK law and HSE directives

This policy applies to all:

- Employees (full-time, part-time, temporary)
- Contractors, agency workers, and subcontractors
- Visitors and others working on behalf of the company

C Jones & Sons strictly prohibits:

- The possession, use, distribution, or sale of illegal drugs or non-prescribed controlled substances on any company site
- Consumption of alcohol during working hours (including lunch and breaks), or reporting for duty under the influence of alcohol or drugs
- Misuse of prescription or over-the-counter medication that could impair work performance or safety

This is in accordance with our duty under the Health and Safety at Work Act 1974, which requires employers to provide a safe working environment.

All employees must:

- Arrive at work fit for duty and remain so throughout their shift
- Inform their manager if they are taking prescribed medication that may impair their ability to work safely
- Not attend work while under the influence of alcohol or drugs
- Co-operate with testing and support processes where appropriate

Line managers and supervisors must:

- Be alert to the signs of drug or alcohol misuse
- Respond promptly and confidentially to concerns
- Refer suspected cases for assessment in accordance with this policy
- Ensure fairness, discretion, and legal compliance

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We reserve the right to test for drugs and/or alcohol:

- Pre-employment, where stated in contracts
- Randomly, particularly for safety-critical roles
- Post-incident or near miss
- Where there is reasonable suspicion of misuse

Testing will be conducted by a competent third party, and individuals may be suspended pending results. A refusal to participate in testing will be treated as a disciplinary matter.

A breach of this policy may result in disciplinary action up to and including summary dismissal, especially in cases where safety is compromised.

Each case will be assessed individually and fairly in line with the company's disciplinary procedures.

We are committed to supporting employees who proactively seek help. Where appropriate, we may:

- Provide access to occupational health or counselling services
- Consider adjusted duties or leave during treatment
- Assist with a structured return-to-work programme

Confidentiality will be maintained wherever possible.

All third parties working on site must comply with this policy. Any breaches may result in removal from site and termination of contracts.

Regular training will be provided to:

- Raise awareness of the dangers of drugs and alcohol
- Help managers spot signs of misuse
- Reinforce this policy across the organisation

This policy will be reviewed annually or following:

- Changes in legislation
- A significant incident
- Identification of a policy gap

- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Transport and Works Act 1992
- Road Traffic Act 1988

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C JONES & SONS CONSTRUCTION



Address

Unit 1, Jacks Park, Cinque Ports Rd,
New Romney, Kent TN28 8AN

- Health & Safety Executive (HSE) Guidance: [Drug misuse at work](#)

Employees will be asked to sign a declaration confirming they have read, understood, and agree to comply with this policy.

Signed:

Date: 01/04/2025

Review Date: 01/04/2026

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