



2017

Alcohol and Drugs Policy



ALCOHOL AND ABUSE POLICY

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ALCOHOL & DRUG ABUSE POLICY

STATEMENT

It is Jordan Road Surfacing Limited Policy:-

To comply with all current legislation in particular the Health & Safety at work act 1974, The misuse of Drugs Act 1971, The Disability Discrimination Act 1995 and the Transport and works Act 1992.

To not knowingly permit any employee, its' consultants and trade contractors, or anyone engaged directly or indirectly to report for work or attend work premises (this includes the premises of its suppliers and customers) under the influence of alcohol or drugs, whether they are legal highs, prescription, pharmaceutical or medicinal, which may affect concentration and ability to perform their duties, nor to consume these whilst on duty or on the premises.

To implement control measures to prevent as far as reasonably practicable, such people reporting for work or attending work premises, when affected by drugs or excess alcohol or consuming drugs or alcohol at work.

These control measures will include pre-employment, post incident, where abnormalities and /or behaviour prompts managerial concern, and unannounced random drug and alcohol screening.

To provide a positive approach to those employees seeking help or guidance in overcoming alcohol and/or drug related problems but only where their problems are raised at any time prior to being selected for random testing or being asked to provide a test where alcohol and/or drug abuse is suspected.

To not knowingly employ or retain any employee directly or indirectly who has been justifiably dismissed by any employer for drug and/or alcohol related offences.

To take suitable action. Usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

ANY PERSON found to have tested “non negative” after any Alcohol or Drug test will be immediately suspended from the work in which they are engaged pending a full investigation.

PERSONS testing positive for drugs or excess alcohol or refusing to take a test face sanctions up to and including termination of contract. Any refusal to take an alcohol and/or drugs test will be deemed as a positive test result.

ALCOHOL & DRUG ABUSE POLICY

INTRODUCTION

Jordan Road Surfacing Limited as an employer has developed this policy as a positive strategy to tackling alcohol, drugs and substance related problems at work.

This policy is not intended to intrude upon the privacy of individuals, particularly in health matters, where their condition does not affect their conduct or performance at work. Jordan Road Surfacing Limited is however concerned where health or behaviour impairs the conduct, safety or work performance of it's' employees and contractors, and it recognises that the misuse of alcohol, drugs or substance abuse may be a cause of such impairment.

Accordingly, Jordan Road Surfacing Limited's policy involves two approaches:-

- Provision of reasonable assistance to employees who seek help for an alcohol, drugs or substance abuse problem, and are willing to co-operate in treatment for that problem, but only where their problems are raised at any time prior to being selected for random testing or being asked to provide a test where alcohol and/or drug abuse is suspected.
- Disciplinary rules, enforced through Disciplinary Procedures, where use of alcohol and drugs affects performance or behaviour at work and where either (1) an alcohol or drug abuse problem does not exist or (2) where treatment is not possible or has not succeeded.

Jordan Road Surfacing Limited does not possess the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by G.P.'s, hospitals and other agencies. Through this policy Jordan Road Surfacing Limited will seek to assist employees in obtaining such specialist help and also to protect his/her employment.

Jordan Road Surfacing Limited will endeavour to ensure that an employee's use of either alcohol, drugs or substances does not impair the safe and efficient running of the company or its activities, or the health and safety of its' employees. It is fundamental that this policy is based primarily upon prevention.

The abuse of alcohol, drugs and other substances respects no boundaries of sex, status and occupation and the policy applies equally to all Jordan Road Surfacing Limited's employees without discrimination.

AIMS

The policy aims to :-

- Clarify Jordan Road Surfacing Limited's position on drinking/substance abuse at work and to minimise problems at work arising from alcohol, drugs and substances.

- Help those affected with alcohol, drugs and substance related problems by encouraging treatment where possible.
- Support employees in dealing with alcohol, drugs and substance misuse problems by providing a clear procedure.
- Identify the circumstances in which disciplinary action is instigated for alcohol, drugs and substance misuse.
- Meet Jordan Road Surfacing Limited's legal obligations to ensure the health and safety of its employees and others at work.

ALCOHOL & DRUG ABUSE POLICY

SUMMARY

It is a requirement that as an employee of Jordan Road Surfacing Limited that :-

- You must not report for work if unfit through misuse/abuse of alcohol or drugs.
- You must not consume alcohol or any drugs which may affect your performance or concentration whilst at work, or any place where you will be working.
- You must not be in possession of any alcohol, drugs or substances deemed illegal whilst at work or any place where you will be working.

Jordan Road Surfacing Limited will not tolerate any departure from the above rules and will take disciplinary action which may result in the employee's dismissal.

A programme of screening has been put in by Jordan Road Surfacing Limited which includes procedures to :-

- Detect the use of alcohol and /or drugs by any person(s) involved in an accident where there are grounds to suspect that the actions of the person(s) led to the incident.
- Detect the use of alcohol and/or drugs where abnormalities or behaviour prompt managerial concerns.
- Detect the use of alcohol or drugs for potential employees.
- Where an employee has returned to work following an Alcohol or Drug related problem, the company reserves the right to test the employee concerned on a regular basis, until such time the company is satisfied that there is no further problem.

For the purpose of this policy, a positive screening result means that screening for alcohol and drugs shows :-

- More than 29 milligrams of alcohol in 100 millilitres of blood, or
- More than 13 micrograms of alcohol in 100 millilitres of breath, or
- More than 39 milligrams of alcohol in 100 millilitres of urine, or
- The presence of drugs, other than prescription, pharmaceutical or medicinal medication which does not affect work performance or concentration.

For the purpose of this policy the use of drugs will be defined by urine and/or hair testing positive for any of the following and will result in the Disciplinary Procedures being activated.

- Amphetamines
- Barbiturates
- Benzodiazepines (group 1)
- Cannabis
- Cocaine
- Methadone
- Methamphetamines
- Opiates
- Phencyclidine (PCP)

- Propoxyphene
- Any other drug of abuse and their derivative products

The company reserves the rights to amend and/or change the panel of drugs to be tested and also the method of testing for such drugs at any time.

Jordan Road Surfacing Limited will take formal Disciplinary Action which may result in the employee's dismissal if the employee test results report an alcohol reading above the legal UK Drink Drive Limit. Where an employee's alcohol test result shows a reading below the UK Drink Driving Limit, but above the limits detailed in this policy, the company reserves the right to further test the employee. If this further testing shows consistent readings above the stated levels documented in this policy formal Disciplinary Action will be taken which may result in dismissal.

Where there are reasonable grounds for Jordan Road Surfacing Limited to suspect that an employee's actions or omissions are contributable to the use alcohol and/or drugs then they will be screened immediately for alcohol and drugs. Should results of such testing be "non negative" for alcohol and/or drugs, or the employee admits there is a problem Jordan Road Surfacing Limited reserves the right to suspend the employee. Jordan Road Surfacing Limited will decide during the suspension period on the appropriate action to take.

If an employee is offered rehabilitation Jordan Road Surfacing Limited will determine in consultation with its medical adviser an appropriate period of time during which the employee will be required to undergo medical treatment. Any time off during this period will be treated as either unpaid leave, holiday leave or leave of absence under Jordan Road Surfacing Limited's sick leave scheme.

If at any time, the employee disobeys an instruction given to them by Jordan Road Surfacing Limited with regard to the rehabilitation, or suffers a relapse during or following treatment, Jordan Road Surfacing Limited reserves the right to withdraw support and to proceed with the matter under the terms of the company's Disciplinary Procedures.

On return to work after being declared fit for work by Jordan Road Surfacing Limited's medical advisers there is a recurrence of the original problem or performance has been impaired by the problem and the employee can no longer perform at the required level, the employee will be subject to disciplinary action under Jordan Road Surfacing Limited's Disciplinary Procedures.

Jordan Road Surfacing Limited reserves the right to search any employee or any of the employee's property held on Jordan Road Surfacing Limited's premises or any place where the employee will be carrying out their duties at any time there are reasonable grounds to believe that the prohibition of alcohol, drugs or substance legislation (misuse of drugs) is being or has been infringed.

Refusal to comply with the above search procedures will be treated as Gross Misconduct and will entitle Jordan Road Surfacing Limited to take action against the employee concerned.

Jordan Road Surfacing Limited will from time to time review there Alcohol and Drug Abuse Policy in line with changes to legislation and any other subsequent issues.

By signing this document, employees confirm that they have been briefed and fully understand Jordan Road Surfacing Limited's Alcohol and Drug Abuse Policy and that they agree to abide by it.

Compliance with the policy is a condition of employment.

SIGNED:.....

Date:.....