

Address	Shamrock Lodge, Prees Heath, Whitchurch SY13 3JX	Site:		Record No:	
----------------	--	--------------	--	-------------------	--

The Company recognises it has duties under the *Health and Safety at Work Act 1974* to ensure the safety of employees and any other person who may be affected by their work activity.

The Company also recognises the employee also has a duty under Section 7a of the *Health and Safety at Work Act 1974* and that alcohol or drug misuse may impact on that duty.

This policy applies to all levels of employee and relates to working under the influence of alcohol and the deliberate and unintentional abuse of prescribed and non-prescribed drugs.

The purpose of this policy is to help, not penalise, employees and the company will try to encourage employees with problems to receive counselling and assistance in dealing with their problems.

The objectives of the Policy are:

- To raise awareness and knowledge of the effects of alcohol and drugs and their associated risks;
- To provide appropriate support for employees who suffer from the misuse of alcohol or drugs;
- To eliminate the risks to employees caused by the misuse of alcohol or drugs.

The Company will ensure all records and treatment will remain confidential and hope this will assist the employees in acknowledging they have a problem. Employees will be reassured that they will not be victimised as a result of their problem.

The Company will seek to establish at the earliest opportunity whether employees have a problem. This will be achieved through reactive monitoring, in that we will monitor any changes in an individuals behaviour, performance or competence in carrying out their duties. The effectiveness of the policy is dependent upon policing and enforcement. The company reserves the right to arrange testing for employees and for employees to provide a sample for alcohol and/or drug screening when requested to do so.

Where problems are identified and the employee is willing to seek help, then time off for treatment in accordance with normal sickness conditions will be allowed. If assistance in tackling the problem is refused by the employee, the employee will be subject to normal disciplinary procedures if work performance, safety or behavioural problems arise.

If the employee has a relapse *The Company* may agree to a further period of treatment should the employee show reasonable intent to help him/herself.

If *The Company* considers the employee has not acted in a reasonable, responsible way it may choose to implement normal disciplinary procedures.

Where possible, re-deployment into another job on return to work will be considered if practicable, especially if the problems were caused by the nature of work.

The misuse of alcohol or drugs will not be tolerated and where this has an impact on the efficiency and safety of *The Company* and its employees will be considered by the company to be an act of gross misconduct.

The Company invokes a total ban on drinking at work or being under the influence of alcohol during work hours.

Signed 

Date 01/02/2019

Mr Martin McDermott, Managing Director (McFour LTD)