North Ness Lerwick Shetland ZE1 OLZ



Alcohol & Drugs Policy

1. Introduction

This company is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation.

This policy sets out the company's aims in reducing and managing alcohol and drug problems in the workplace. Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health sickness absence, reduced work performance and accidents.

The consumption of alcohol and drugs has implications for health and safety at work since these substances impair coordination, judgement and decision making; as such this is a policy matter.

2. Policy Objectives

- (a) To ensure the company complies with appropriate legislation.
- (b) To minimise the risks associated with alcohol and drugs in the workplace.
- (c) To have clear rules regarding alcohol and drugs in the workplace.
- (d) To encourage the early identification of employees who may be experiencing alcohol or drug problems.
- (e) To provide support for employees experiencing alcohol and drug problems.
- (f) To provide training and support to line managers to ensure they are equipped to support employees experiencing problems.

3. Definitions

Alcohol problem - An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Drugs - Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane, etc. In the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.

Drug problem - The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

4. Legal

The Misuse of Drugs Act (1971) is the main legislation covering drugs and categorises them as classes A, B and C. These drugs are called controlled substances and class A drugs are considered to be the most harmful under this act. It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow dispensing, manufacturing, possession, using or selling on their premises.

5. Policy Rules

5.1 The company requires all employees to report for duty free from the effects of alcohol and drugs. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work, which includes paid and unpaid breaks.

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- 5.2 Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.
- 5.3 In some cases the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instances employees should inform their line manager.

6. Education

- 6.1 The company is committed to promoting healthy lifestyles to employees. Employees will be provided with information on the current health guidance in relation to safe and sensible drinking and the risks associated with using drugs, which will be disseminated by means of written material and communication through the HSQE Committee.
- 6.2 Training will be provided for all to outline their responsibilities for enforcing this Policy. Additional support can be sought from the HSQE Manager.
- 6.3 This policy will be available to all staff through the Employee Handbook.

7. Implementation of the Policy

7.1 Identification of a problem

Alcohol and drug problems may become apparent through a number of means, for example the following (particularly in combination) may result in a problem being suspected:

- Persistent short term absence
- Unauthorised absence
- Poor time keeping
- > Reduced work performance
- Poor working relationships
- > Deterioration in appearance

However it must be remembered that these factors can have a number of other causes.

Employees experiencing alcohol or drug problems may first become apparent to their colleagues. If a member of staff suspects an alcohol or drug problem in a colleague they should report the matter to a manager.

7.2 Misconduct

This Policy is primarily concerned with ongoing alcohol and drugs problems which are classed as capability issues, i.e. where the problem impacts on the person's ability to do their job. One-off cases where the rules of this policy are breached, such as someone reporting for work clearly under the influence of alcohol or drugs or suffering from the effects of alcohol will be classed as a conduct issue and will be dealt with under the normal disciplinary procedures as outlined in the Employee Handbook.

Very serious incidents, such as violence at work whilst under the influence of alcohol or drugs, or dealing illegal drugs at work, will be deemed serious misconduct justifying summary dismissal. In some instances of misconduct where the employee admits to having an alcohol or drug problem, disciplinary proceedings may be held in abeyance subject to successful outcome of treatment.

In instances of serious misconduct where the employee subsequently admits to having an alcohol or drug problem, the support route and the disciplinary route may be implemented in tandem.

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7.3 Voluntary Referral for Support

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage by contacting their manager or the HSQE Manager.

7.4 Referral by Management

Employees suspected of having an alcohol or drug problem will be offered support by their manager. Where the problem has become apparent through deterioration in work performance, the employee will have to demonstrate satisfactory completion of a programme of support and an improvement in work performance or disciplinary action will be taken.

Employees will be given the opportunity of attending treatment within work time. Alternatively if employees require to be absent from duty, normal sick pay arrangements will apply.

7.5 Confidentiality

The company aims to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained. Information regarding individual cases will not be divulged to third parties unless the safety of the person concerned or others would be compromised by not doing so.

7.6 Equal Opportunities

This Policy will apply equally to all staff regardless of grade, experience or role within the company.

7.7 Return to Work

Following treatment the company will endeavour to ensure the employee returns to their existing job. If the employee is unable to fulfil those duties the company will consider alternative duties. Promotional prospects will be unaffected following treatment.

8. Review

The policy will be reviewed annually during the Management Review meeting and updated as and when any new regulations or processes are introduced within the company.

Signed By:

Director

Date: 23 February 2022

Endorsed By: Allan Gould, Non-Executive Director

Douglas Stevenson, Director Colin Duncan, Director

Date: 23rd February 2022

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