**DRUGS AND ALCOHOL POLICY**

# Policy Statement

## We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse. We have a zero tolerance policy on the misuse of alcohol or drugs by staff.

## This policy covers all individuals working at all levels and grades, including senior managers, employees, consultants, contractors, trainees, volunteers, part-time and fixed-term employees and casual and agency staff (collectively referred to as “staff” in this policy).

## Being under the influence of alcohol or drugs while at work is classed as gross misconduct. Any individual working in any part of the business who is suspected of being under the influence of alcohol or drugs while at work will be subject to disciplinary action, which may result in dismissal.

# Testing for alcohol or drugs

## All staff who work us are potentially subject to alcohol and drug testing:

### If they are suspected of being under the influence of alcohol or drugs whilst at work; or

### If they are involved in a serious accident or incident at work.

## A refusal to undergo alcohol or drugs testing will be classed as gross misconduct. Any member of staff who refuses to comply with a request to undergo alcohol or drug testing will be subject to disciplinary action, which may result in dismissal.

# Procedure for testing

## If a member of staff is required to undergo alcohol or drugs testing, the testing will be carried out by breath testing and the collection of a urine sample by an approved external testing supplier, either on site or at the external testing supplier’s premises.

## If you are required to undergo alcohol or drugs testing, you may be suspended from work on full pay until the test results are known. We will notify you of the results of any alcohol or drugs tests as soon as possible.

## The results of the tests will either be that the sample is “negative”, or that the sample “requires further analysis”. If the sample requires further analysis, it will be subject to further testing and the final result may not be available for several weeks.

# Who to do if you suspect someone of being under the influence of alcohol or drugs

## If you suspect someone of being under the influence or drugs, you should report this to your line manager immediately. If you are a line manager and the individual is a member of staff that you manage, you should speak to the Managing Director immediately.

**Acknowledgment**

I acknowledge receipt of the company’s Alcohol and Drugs Policy.

Signed ………………………………………………………….

Print name ……………………………………………………..

Dated ………………………………………………………......