



## Drugs and Alcohol Policy

Under the Health and Safety at Work Order (1978) for Northern Ireland and the Health and Safety at Work Act (1974) for England and Scotland the Company has a duty to ensure the health, safety and welfare at work of all our employees and other persons, including visitors and subcontractors on any of our premises or sites we are present on. This Legislation places a general duty on employees to take reasonable care of their own health and safety and of any other persons who may be affected by their acts whilst at work.

Therefore, the Company aims to control the risk to Health and Safety from drugs and alcohol in the work place as it may impair the safe and efficient running of the business and/or the health and safety of our employees and others. In addition to its Health and Safety responsibilities, the Company recognises that alcohol and drug misuse affects work performance, conduct, absenteeism, accident levels and relationships at work and at home.

### Policy Aims

The policy is intended to assist the Company in putting its commitment into practice.

Policy objectives:

- Prevent drugs and alcohol problems in the work place.
- Make the Company's rules on drugs and alcohol clear.
- Seek to identify problems at an early stage and minimise risk to health and safety and wellbeing.
- Recognise drugs and alcohol problems and provide help in confidence.
- Show the misuse of alcohol or drugs does not exonerate any individual from the results of their actions or from disciplinary action.

### Definitions

Drugs will include:

- Illegal drugs - those controlled by the Misuse of Drugs Act 1971, and include, but are not limited to, heroin, cannabis, cocaine, ecstasy and amphetamines.
- Prescription drugs - prescribed by a Medical Practitioner as part of a course of treatment for a current ill health condition. Any employee taking prescription drugs who has been advised by a doctor not to drive or operate machinery, must inform the Company without delay providing written medical evidence from their doctor.
- Over-the-counter medicine or non-prescription drugs - for the treatment of current ill health conditions. Over-the-counter medicines may carry warnings regarding driving or operating machinery and these must be observed.
- Substance Abuse - Deliberate misuse of substances which include, but are not limited to, solvents, glue, aerosols, stimulants etc, that affect the individual's behaviour and performance.

Alcohol - includes, but is not limited to, wines, beers, spirits and all other intoxicating liquor.

Employees - For the purposes of this policy, employees are defined as any permanent worker, agency worker, temporary worker, sub-contractor, contractor, consultant or other individual whilst working for the Company and/or on the Company's premises or as part of the Company business activities.

Fit For Work - Whether or not an employee is fit for work is a matter for reasonable opinion made by the Company

Drugs Positive Testing - A positive laboratory test for drugs, for which no justifiable explanation can be found.

## Alcohol Positive Testing

A positive test result is a level in excess of that of the Government's legal drink/drive limit, as amended when required. The current limit, as at the date of this Policy, is set as detailed below:

Level Alcohol	Rest of the UK	Scotland
Milligrammes per 100ml of urine	107	67
Micrograms per 100ml of breath	35	22
Milligrammes per 100ml of blood	80	50

## Policy Statement

- The Drugs and Alcohol Policy applies to all employees including permanent worker, agency worker, temporary worker, sub-contractor, contractor, consultant or other individual whilst working for the Company and/or on the Company's premises or as part of the Company business activities.
- The Company believes drugs and alcohol misuse is unacceptable under any work-related circumstances and therefore the Company applies a zero-tolerance approach. We insist that no one should report for work in an unfit state due to the consumption of drugs or alcohol.
- If you are considered incapable of performing your duties safely and competently as a consequence of drug or alcohol abuse or dependency, or you are suspected to be under the influence of drug or alcohol abuse or dependency, you will immediately be removed from duty by your line manager.
- You will be requested to complete an internal drugs/ alcohol test by the company. If you are deemed to be over the legal limit you will be suspended pending a disciplinary investigation which may lead to your dismissal.
- **Refusal to take an internal test will be treated as a positive result and may result in dismissal.**
- Employees who drive a company vehicle and have tested positive for drugs/alcohol will be required to return the company vehicle and will be suspended from the company vehicle insurance.
- You are not obliged to work with someone who has taken drugs or alcohol, if you consider that by doing so you put yourself or others at risk. If you find yourself in this position you should immediately report the matter to your manager. In the absence of your manager you should report your concerns to your divisional director or the HR dept.
- Employees should note it is a criminal offence to be unfit, through drugs or alcohol, whilst doing work.
- The Company will carry out random drugs and alcohol tests on all employees throughout the year as a monitoring process. Refusal to take an internal test during random testing will be treated as a positive result and may result in suspension and dismissal.
- Any employee who is concerned that they may have a dependence on alcohol or drugs should seek advice from their General Practitioner.
- The Company will deal with drug or alcohol problems in a confidential manner.

## **Drugs and Alcohol and the Law**

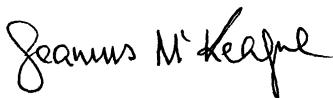
Under the Health and Safety at Work Order (1978) for Northern Ireland and the Health and Safety at Work Act (1974) for England and Scotland the Company has a duty to ensure the health, safety and welfare of their employees. They must ensure that employees do not injure themselves or endanger the public or colleagues. Similarly, employees are required to take reasonable care of themselves and others who could be affected by their actions at work. The Company will not knowingly allow an employee to continue working, if affected by alcohol or drugs, when their behaviour places the safety of themselves, colleagues or clients at risk.

The Road Traffic Act 1988 makes it illegal for any person to drive or attempt to drive a motor vehicle while unfit to drive through the use of a substance. This includes prescribed and over-the-counter medication, as well as illegal drugs and alcohol.

The Misuse of Drugs Act 1971 & 2001 makes it an offence if a manager of a premises “knowingly permits or suffers” the production, administering supply or use of any controlled drugs or the smoking of cannabis or opium to take place on their premises.

### **Other General Information**

- All employees are subject to this policy.
- The Company reserves the right to have random drugs & alcohol tests on employees
- Employees may be tested for drugs & alcohol if they are involved in a serious accident or incident or appear to be under the influence of either drugs or alcohol.
- Refusal to take a test will be treated as a positive result and may result in dismissal.
- The policy will be monitored on an on-going basis to assess how effective the Company has been to establish control over its risk.
- This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes.
- Should any employee require any additional information or clarification regarding this policy, please contact your manager.



Managing Director

Creagh Concrete Products Ltd

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