



DRUG AND ALCOHOL POLICY STATEMENT

We are committed to providing a safe, healthy and productive working environment for all our staff, customers and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

All staff are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use, or after effects, of alcohol or drugs (whether prescribed, over the counter, any 'legal highs' and of course illegal substances).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgment and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

We expect you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on the Company, our reputation and yours. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether this is outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

We expect all our staff to comply with the drink-driving legislation at all times. If your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for us, may lead to disciplinary action being taken, which could result in dismissal for gross misconduct.

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address which are on our premises.

In cases where in the reasonable opinion of the Company there is reasonable cause to suspect that an individual's performance is impaired as the result of drugs or alcohol, the individual may be asked to submit to drug and/or alcohol testing. If you withhold your consent to such testing, this may lead to disciplinary action and could result in dismissal for gross misconduct (just as a positive drugs/alcohol test would).

PROCEDURE FOR RANDOM ALCOHOL AND DRUG TESTING

The Company reserves the right under this policy to exercise random alcohol and drug testing of its employees, workers and contractors.

This policy applies to all employees, workers, contractors and all persons coming onto the organisation's premises.

It is company policy to ensure that any person known to be or suspected of being affected by alcohol or drugs is immediately referred to the Health and Safety department and a Director informed. It will then be investigated and where necessary we will arrange for the person to be removed from site. Those found to be under the influence of alcohol/drugs will immediately be suspended from all work until a full and thorough investigation has been carried out.

DEFINITIONS

The term "drug" includes all medicaments and psychoactive substances (formerly known as "legal highs") that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

The term "substance abuse" includes misuse of controlled and prescription drugs, and use of illegal and designer drugs and other substances such as non-work related solvents or chemicals.

The term "misuse" is defined as any use that harms social or physical functioning.

PURPOSE OF THIS POLICY

The aim of this policy is to ensure the safety of all employees, workers, contractors and visitors by having clear rules in place regarding the use and possession of alcohol, drugs and other non-work related substances, as well as testing for the presence of alcohol and drugs, and also to provide support to those who have reported a problem with alcohol, drugs or substance dependency.

The company prohibits the drinking of alcohol by employees, workers, contractors and visitors in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions. The organisation regards drinking to an "unreasonable level" as any of the following situations:

- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration or 107 milligrams per 100ml urine)
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others
- The individual continues to drink when instructed to stop by a manager.

The company will take all reasonable steps to prevent employees, workers, contractors and visitors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The company expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on the organisation's premises (including car parks), in organisation vehicles or at a company function, they will be regarded as serious, will be investigated by AJN Steelstock Ltd, and will lead to disciplinary action up to and including dismissal.

No employee, worker, contractor or other person under the organisation's control shall, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work
- Consume or be under the influence of any substances or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management for the purposes of official company entertaining]
- Store drugs or alcohol in personal areas such as lockers and desk drawers unless this is with the express authorisation of their line manager; or
- Attempt to sell, trade or give drugs or alcohol to any other employee, worker, contractor or other person on the company premises.

PRESCRIPTION MEDICATION

IF you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. Employees must inform HR or their manager accordingly. Any prescribed medication must be taken in line with the medical instructions given. Drugs that cause drowsiness or impact your ability to undertake your normal duties safely and with risk to others, must not be used at work if the individual feels any physical or psychological function is impaired.

DEPENDENCY

Any employee suffering from drug or alcohol dependency should declare such a dependency to HR, our Occupational Health provider, or their line manager. The organisation will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures).

CARRYING OUT TESTS

Employees, workers and contractors are advised that a request to undergo alcohol and drug testing does not indicate that they are under any suspicion of wrong doing. These tests are conducted mainly as a duty of care and precautionary.

Alcohol and drug testing will be carried out only by qualified and competent personnel who will use accepted and reliable methods and ensure that tests are carried out with the least possible intrusion into an individual's privacy. All possible measures will be in place to ensure confidentiality of test results, and checks will take place to avoid any false results.

Those who are tested have the right to be informed of their test result before the result is passed to management.

An employee who unreasonably refuses to submit to an alcohol and drug test in accordance with the organisation's rules may be subject to disciplinary action. A contractor or agency worker may have their contract revoked.

AJN reserve the right to test everyone within the company. Contractors / full or part time staff. Applicable to all shifts. To ensure random confidential selection, names/payroll numbers will be pulled from a sealed box with all staff names present.

WITH-CAUSE ALCOHOL AND DRUG TESTING

An employee, worker or contractor may be tested for alcohol and drugs where he/she has been involved in a workplace accident or an incident that has caused or could have caused a danger to health or safety. Testing may also be carried out where management has grounds to believe or suspect that an individual is or may be under the influence of alcohol or drugs.

Anyone noticing obvious signs of alcohol or drug abuse in a colleague should report his/her observations and/or suspicions in confidence to either the HR department or their Manager.

WITNESS STATEMENTS

Investigation in to the claims of alcohol or drug misuse will be investigated thoroughly and witness statements will be gathered and reviewed accordingly. All witness statements must be in writing to support any allegations. Evidence is encouraged to be sourced at all times.

CONSEQUENCES FROM A POSITIVE TEST

An employee will be suspended on full pay pending an investigation. The employee will be expected to make alternative arrangements to travel home, specifically if they drove in to work should they be found positive and under the influence.

For the avoidance of doubt suspension or termination of employment is a potential outcome in the event of testing positive for drugs or alcohol.

ACTION AFTER A POSITIVE TEST

If a test proves positive, the individual will be suspended and invited to attend an interview with a senior manager. The outcome of the interview will depend on the circumstances but could include:

- An offer to undergo a programme of medical treatment, rehabilitation or counselling, where the individual accepts that they have a problem with alcohol or drug misuse and are willing to cooperate with the employer in the provision of such support, in which case the employee will be tested again a minimum of bi-monthly for a period up to 6 months
- A disciplinary warning, where there are no safety issues involved and the circumstances are not serious, in which case the employee will be tested again a minimum of bi-monthly for a period up to 6 months

- Dismissal, where the effects of the employee's alcohol or drug taking are or could be serious, for example if the employee works in a safety-critical job and his/her use of alcohol or drugs could affect performance, or where a previous alcohol and drug test within the previous two years has produced a positive result
- The termination of a service contract in the case of agency workers or contractors.

REHABILITATION

The company reserves the right dependant on the circumstances to consider rehabilitation, where appropriate. The company will not meet the cost of rehabilitation, however, will support and encourage the employee to seek assistance.

EQUAL OPPORTUNITIES

In line with its equal opportunities and dignity at work policies, the organisation will take steps to ensure that this policy is not used in a discriminatory manner against any employee and that no individual is unfairly targeted. The organisation will take steps to ensure that employees' dignity is respected at all times.

COMPLAINTS / QUERIES ON THE INTERPRETATION OF THIS PROCEDURE

If an employee has a complaint about the way in which an alcohol and drug test has been conducted, he/she can raise this informally with his/her line manager. If an employee prefers to raise a formal complaint, he/she should refer to the organisation's grievance procedure.

If an employee has any queries in relation to the interpretation of this policy please refer to HR who will explain the procedure further.