

Drugs and Alcohol Policy

Introduction

Under legislation we as employers have a duty of care to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of all our employees is preserved. Similarly, employees have a responsibility to consider their own health, safety and welfare along with that of their work colleagues, at all times.

The use of alcohol or drugs may affect the safe and efficient running of the business as well as the well-being of all employees, it could also impair the performance and judgement of employees to safely operate equipment and machinery, resulting in injury to either themselves or other members of staff.

The effects of drugs and alcohol can be numerous as detailed below -

- Absenteeism – The use of drugs or alcohol can lead to a higher than normal instance of unauthorised absence, lateness and levels of sickness. This will lead to the loss of earning for the individual as well as having a direct impact on the company's overall performance.
- Higher Accident Levels – the use of drugs or alcohol can affect work performance as well as the ability to concentrate. Most working environments present risk to the individual, impaired judgement can lead to accidents not only to the individual but to others. This is not restricted to the working environment but to other places, including driving or travelling to and from work.
- Reduced Performance – there is an expectation that employees will operate the processes and standards adopted by the company to the best of their ability. Failure to comply with this requirement and provide consistent control of their duties undertaken may result in disciplinary action being taken if this reduction is found to be related to drugs or alcohol.

Policy

Employees must not attend work under the influence of alcohol or any illegal or unprescribed drugs, solvents or any similar substances. The Company reserves the right to test any employee it feels they may be under the influence of drugs or alcohol. Such tests will be with the consent of the employee, however, if an employee fails to agree, then possible adverse inferences could be drawn from the failure to do so.

No alcohol, illegal or unprescribed drugs are permitted to be brought on to any of the Company's property.

Employees are prohibited from being involved in any transactions in connection with the handling, sales or purchase of alcohol, illegal or unprescribed drugs on Company premises. Any persons found doing so will be reported immediately to the Police. All employees should be made aware that offences dealing with the sale of drugs carry far more severe sentences than those for personal use but also constitutes a criminal offence and will be dealt with as such.

Employees who are required to intermittently or regularly take prescribed medication must check with the issuing authority (GP, physician, clinic or hospital) that there are no adverse effect from the medication that may impair their ability to work safely and effectively. The Managing Director or Project Manager must be informed in such circumstances as a change of duties may be required.

Policy Implementation and Enforcement

Subject to the Company's Disciplinary Procedure, any breach of these rules will be regarded as Gross Misconduct

If any employee knows or suspects they have a drug or alcohol problem they are encouraged to seek help and treatment voluntarily. They may request information in confidence if they wish by contacting the Health and Safety Manager. When an employee admits to having a problem of this nature and agrees to undergo treatment the Company will regard the matter

in the same way as any other illness and will support the individual's efforts to overcome the problem. However, this is strictly on the basis that if an individual fails to co-operate with the treatment, suffers a relapse or if it appears that recovery is unlikely a warning will be issued to the employee and if recovery does not occur then disciplinary action will be brought which may result in the employee's dismissal.

These rules are applied in the interests of the Company's well-being, health and safety of our employees, the quality of their work and the Company's public relations. Therefore, it is incumbent on all employees to strictly observe the above policy.

OTL reserve the right to undertake drugs and alcohol testing of at least 5% of the workforce over any three month period as required by the client.

Signed: 

S Edwards

Managing Director

O.T.L. Electrical Services Limited

Date: **January 2023**