



1 Policy

Drugs and Alcohol

The Company regards the health, safety and welfare of all its employees as an important business objective and is committed to achieving a high level of occupational, health and safety performance. This policy is therefore designed to minimise the risks to both the individual and his fellow employees from the use of drugs and alcohol. It is emphasised that drugs and alcohol can influence work performance even if the abuse takes place outside working hours.

2 Organisation

Andrew Davies has overall responsibility for the effective implementation of this policy.

Illegal drugs must not be consumed / taken during working hours, either on or off the company premises, in any circumstance.

Employees & other personnel working for Security Solutions have an obligation to present themselves for work in an appropriate physical condition at the beginning of a working period at any time of the day.

The company regards an appropriate physical condition to be as follows;

- a. An alcohol level below the legal limit as defined in the Road Traffic Act
- b. The presence of no illegal drugs in the body.

3 Procedure

Prescription medicines

Employees are to report to Andrew Davies if they have been advised of adverse side effects of prescribed medicines likely to affect their work activities including working at height or the driving of vehicles on Company business. The employee is to be assigned other suitable work or contractors will be suspended from undertaking work for the Company until the course of treatment is finished. Employees are encouraged not to drive private vehicles if their doctor indicates it is unsafe to do so.

Drug abuse

Drug abuse is defined as the use of illegal drugs and includes the misuse of prescribed drugs and substances such as solvents. Drug abuse can cause both physical and mental harm and, through the abuser's actions, harm to other people and the environment (including workplace quality and safety standards). Abuse can also lead to adverse health effects including addiction, it is therefore important that abusers are identified quickly both for the sake of the individual and for the safety of others. Therefore all employees, and particularly managers and supervisors, are encouraged to report any indications that a person **may** be abusing drugs.

These signs include:

- sudden behavioural change
- a tendency to become confused
- irritability and possible violence
- abnormal fluctuations in mood and energy
- impaired job performance
- poor time keeping
- increase in absenteeism or short term sickness absence
- deterioration in relationships with other people

Employees with drug problems are encouraged to seek help either from Andrew Davies or through professional outside agencies. It is the Company's policy to take all reasonable measures to assist employees in dealing with drug problems which will be treated in the same way as any other sickness. Directors will treat any problems volunteered to them in the strictest confidence and the Company undertakes to help employees rehabilitate by enabling them to return to their job when possible. If, however, help with drug abuse is refused or impaired performance continues then disciplinary action leading to possible dismissal is most likely or inevitable.

Any employee found trafficking in drugs will be reported to the police immediately. Persons convicted of drug related offences or found abusing drugs will be subject to dismissal action.

Alcohol

Society regards alcohol differently from other drugs although many of the problems associated with its abuse are the same. In addition, alcohol can aggravate the toxic effects of some solvents. Employees under the influence of alcohol are therefore a potential risk to both themselves and others.

It is therefore the Company's policy to:

- a. Encourage those with alcohol problems to seek advice and help. Those who do will be given the same consideration as for employees seeking help with drug abuse.

- b. Prohibit the consumption or possession of alcohol in works area or during working hours. Breach of this rule will be regarded as gross misconduct.

Employees, contractors, sub contractors reporting for work under the influence of alcohol are to be prevented from working and appropriate further disciplinary action will be taken.

Drivers

Drivers who are convicted of driving Company vehicles whilst under the influence of alcohol will be subject to dismissal.

Employees convicted of alcohol related offences are required to report them to Andrew Davies as part of their terms and conditions of employment.

Screening

The screening procedures will follow the recognised (Chain of Custody) protocol as set down by medical authorities in the UK and endorsed by the Faculty of Occupational Medicine and General Medical Council.

The screening will be undertaken by an independent external agency, who are fully conversant with this protocol.

All potential employees maybe asked to provide a screening sample before being issued with a contract of employment.

An employee maybe asked to provide a screening sample if there is reasonable evidence that an employee is responsible with regard to an accident at work.

An employee may be asked to provide a screening sample if a senior manager has reasonable grounds (by observation, threatening behaviour, fighting, poor performance resulting from alcohol / drug misuse, evidence is detected on company premises or working site) to believe that the use of alcohol and drugs maybe affecting an employees behaviour.

4 Actions

Andrew Davies will perform a pivotal role in ensuring that this policy is implemented and when there is need for urgency, then is to be contacted for immediate action via any Manager. Confidentiality will be observed between employee and the Directors for use of prescribed medication drugs.

Failure to observe Company rules will result in disciplinary action being taken.

5 Review

The Drugs and Alcohol procedures shall be reviewed whenever there is reason to believe that they are no longer valid. Andrew Davies is to arrange for routine review at intervals not exceeding 12 months.