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## USE OF DRUGS & ALCOHOL

### AIMS OF THE POLICY

The employees of this Company are its most valuable asset. The Company recognises that, for a number of reasons, employees could develop drug or alcohol-related problems during the course of their employment. This policy applies to drugs, which are unlawful under the Criminal Law (not to prescribed medications) and to the consumption and possession of alcohol. The aims of this policy are to:

1. Promote a responsible attitude to drugs and alcohol within the Company by:
  - making known to employees the harmful effect of drugs and to the excessive consumption of alcohol and to encourage sensible drinking habits;
  - minimising problems and accidents at work arising from drugs and alcohol and their misuse;
  - promoting the well-being and health of employees.
2. Offer assistance and advice to employees who need it by:
  - identifying those with possible problems relating to drug and alcohol misuse at an early stage
  - offering guidance and, where required, actively encouraging employees with possible problems to seek appropriate help
  - offering employees' known to have drug and/or alcohol related problems affecting their work, referral to an appropriate agency for help.

### PROHIBITION ON DRUGS & ALCOHOL IN THE WORKPLACE

If an employee is found under the influence of drugs or alcohol at work there could be serious safety, work and personal, consequences.

No drugs or alcohol must be brought onto or consumed on Company premises during normal working hours, including lunchtimes, or indeed, at any time. Even a small amount of alcohol can affect work performance and, if an employee is found under the influence of alcohol at work, there could be serious health and safety, work and personal consequences. Employees' must also not take drugs or consume alcohol, when they are on operational standby or on call.

Any breach of these rules will result in disciplinary action being taken against the individual(s) which is likely to result in summary dismissal on the grounds of gross misconduct.

### ADVICE AND COUNSELLING

It is the Company's intention to deal constructively and sympathetically with any employee found to have a drug or alcohol related problem. When it is known that an employee has a drug problem, the Group Human Resources Manager will be able to provide advice and guidance on how to seek assessment of the problem and, if necessary, suitable treatment. The primary objective of any discussions of this type will be to assist the employee with their problem in as compassionate and constructive a way as possible.

Whilst certain personnel records will be necessary, any discussion of the nature of an employee's drug or alcohol problem and the records of any treatment will be strictly confidential unless the employee agrees otherwise. All such information will be treated/held in accordance with the Data Protection Regulations 2018.

### DRUG & ALCOHOL RELATED MISCONDUCT

This policy, for assisting employees with drug or alcohol-related problems, is separate from the Company's disciplinary procedures. However, action will be taken under the disciplinary procedure

if misconduct takes place at work or the employee is found to have brought drugs or alcohol onto or consumed drugs or alcohol on Company premises. Any instance of this kind, i.e. possession of drugs or dealing in drugs at work, will be reported immediately to the Police. If an employee is known to be, or strongly suspected of being, intoxicated through drugs or alcohol during working hours, arrangements will be made for the employee to be escorted from the Company's premises immediately.

Incapacity through drugs at work, which have not been prescribed on medical grounds, or through the consumption of alcohol, is a gross misconduct offence under the disciplinary procedure and the employee is therefore liable to be summarily dismissed.

This also applies to any employee believed to be buying or selling drugs or in possession of drugs or alcohol on the Company's premises.

Where an employee with an identified drug or alcohol problem, which affects conduct or performance at work, refuses the opportunity to receive help, the matter will be referred for action through the disciplinary procedure as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, the conduct of work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

Any employee who believes that another employee or contractor working on a McTaggart Group Ltd site or premises is unfit for work, due to the effects of drugs and/or alcohol, has a duty of care to report the matter to the appropriate Site/Project Manager immediately.

### **DRUG & ALCOHOL SCREENING**

The Company reserves the right to carry out random drug and alcohol screening tests on employees in the workplace. We also reserve the right to carry out 'For cause' testing, this relates to a test which is taken when there is reasonable cause to do so, such as in the following circumstances:

- an accident involving any vehicle on our premises or any site under our control; or
- where an individual's behaviour gives reasonable cause to suspect that they are unfit to continue working as a consequence of the misuse of drugs and/or alcohol; or
- where it is essential to determine whether drugs and/or alcohol was a causal factor in an accident or incident (post-incident); or
- an alleged incident of drug or alcohol misuse that has been brought to our attention by an employee or member of the public

The guidelines contained in the Company's Equal Opportunities Policy (Reference No. AC/D7) are to be followed in relation to drug and alcohol screening.

If an employee or sub-contractor receives a positive test result, as stated above, this will be viewed as a gross misconduct offence, rendering the employee liable to summary dismissal. At this time, said employee or sub-contractor may be required to reimburse any incurred cost(s) to our Company.

### **TRAINING**

On commencing employment with the Company every new employee will be given a copy of this policy and an opportunity to discuss it.

Review date: June 2020

Signed:

