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Drugs & Alcohol Policy

1. Introduction

Purpose

ADM Pressings is committed to maintaining a safe and healthy working environment for our employees, workers, service users and the general public, including, as far as reasonably practicable, promoting the good health and well-being of all employees. In addition, there is a responsibility on the Company to comply with the Health & Safety at Work Act 1974 (Section 2).

The purpose of this Policy Statement is to ensure that the use of substances or alcohol by any employee (or any other person associated with the Company), does not impair the safe, and efficient running of the business or put at risk the health, safety or welfare of its employees, customers, suppliers or members of the general public. The ultimate goal of the policy is to balance respect for the individuals' privacy with the need to maintain a safe, secure and productive working environment free of substance and alcohol misuse.

Scope

This policy applies to all employees, workers and contractors working for and on behalf of the business and should be regarded in line with the relevant policies and procedures and the contractual obligations of its employees. As an employee, you have a contractual duty to take reasonable care of yourself and others who may be affected by your acts or omissions whilst at work. You must ensure that you are familiar with the responsibilities found in your contract of employment and the Company handbook.

The policy covers:

- Alcohol;
- Illicit drugs; and
- Prescribed or over the counter medication.

2. Substances

Alcohol

The Company recognises that consuming alcohol before or whilst present at work could have serious health and safety implications. Therefore, it is prohibited to have any alcohol in your system whilst at work. As such, alcohol may only be consumed during working hours when provided on business or social occasions authorised by the company and in line with this policy.

You are not allowed to bring alcohol onto Company premises or any premises on which the Company requires you to work. Breach of these rules is a disciplinary offence which may result in summary dismissal on the ground of gross misconduct.

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Illicit Drugs

The company has a zero-tolerance approach to illicit drugs. The consumption or possession of illicit drugs or having such drugs in your system whilst at work or on Company premises is prohibited and a disciplinary offence which may result in summary dismissal on the ground of gross misconduct.

For the avoidance of doubt bringing illicit drugs - or prescription drugs that are not prescribed for the person possessing them – on to the premises, will be treated as gross misconduct.

In the event the Company suspects that an individual possesses such items within the workplace, it reserves the right to conduct a search of the individuals work area, including personal locker facilities. Should this be the case, the Company reserves the right to inform the Police if drugs are found on the premises.

Prescribed and over the counter medication

During your employment, it may be necessary for you to take prescribed or over the counter medication. In such a circumstance it is your responsibility to ensure that your use of any prescribed and over the counter medication taken does not put you, your colleagues, service users or the public at risk. If you fail to comply with this it is a disciplinary offence which may result in summary dismissal for gross misconduct.

Where prescribed medication is taken, it must have been prescribed specifically for the individual who is taking them.

The Company reserves the right to ask you to provide evidence that you have been prescribed the medication. If in doubt, please speak to a member of the HR department.

3. Employee Wellbeing and Health Matters

The Company recognises that there may be circumstances where an individual has a substance related problem that requires specialist help. It is the Company's intention to deal with these cases sympathetically and to support the individual involved. Your General Practitioner will be able to give you advice and guidance on how to obtain help and assistance with any alcohol, drug or other substance related issue.

The Company is committed to supporting the health and wellbeing of its workforce and as such, should anyone who has an existing problem or develops a problem over time with drugs (illicit, prescribed or over the counter) or alcohol comes forward, this will be treated as a health matter.

All requests for help will be treated in the strictest confidence. It is your responsibility to declare a problem with drugs or alcohol as soon as you are aware that you have a problem. This should be reported to HR in the first instance. Failure to declare any such problem before a drug or

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alcohol test is carried out will invoke the disciplinary process and will not be counted as a mitigating argument against failing a test.

The Company will make reasonable adjustments to support employees to undergo treatment for their health-related condition. In return the Company, in line with your contract of employment, reserves the right to monitor progress in treatment. Should you fail to comply with any treatment programme, the Company reserves the right to treat this as a disciplinary issue and invoke the disciplinary procedure.

It is your responsibility to declare a problem with drugs or alcohol as soon as you are aware that you have a problem.

Employee Support

Employees who recognise that they have an alcohol, drug or substance dependency problem should inform the HR department. The information remains confidential within the constraints of criminal law. The employee may, if they wish, approach any manager of the Company if they feel they cannot discuss the problem with their own manager. In all circumstances the Human Resources Manager will be informed.

The Company may seek professional advice from an external organisation who will advise accordingly.

4. Employees' Responsibilities

Under the Health and Safety at Work Act 1974 (section 7a) all employees have a duty to care not only for their own health and safety, but the health and safety of others who may be affected by their acts or omissions. Under (section 7b) there is a duty on all employees to co-operate with their employer "so far as is necessary to enable that duty or requirement to be performed or complied with". These responsibilities apply to all employees, contractors and visitors who should:

- Familiarise themselves with the policy and potential disciplinary implications resulting from a breach of the policy.
- If taking prescribed drugs or purchased medication that they immediately (or as soon as is reasonably practicable) inform their manager if such drugs **may affect their ability to carry out their normal job function**, and thereby endanger themselves or others.
- All medicines brought into the workplace must be retained in their original container and label where possible. Any information divulged concerning prescription or purchased medication will be kept confidential and the Company will discipline any breach of privacy or confidentiality. Ignorance of the effects of medication taken will not normally be regarded as an acceptable reason for impaired work performance.
- Advise their Doctor or Pharmacist of the nature of their work.
- Take care not to present themselves on Company premises or whilst in company time elsewhere whilst under the influence of alcohol.

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- Not use, sell, handle or possess illegal drugs on Company premises or whilst in company time elsewhere.
- Take care not to present themselves on Company premises or in company time elsewhere whilst impaired due to illegal, prescribed or purchased medication.
- Raise their concerns, in total confidence, with the Line Manager, Human Resources Manager or a Director of the Company, providing any available supporting evidence, if they have concerns about the conduct or behaviour of a fellow employee and there is suspicion that this is due to substance / alcohol misuse or dependency.

Any employee who is found in breach of the rules as laid under “Employee’s Responsibilities” will in the first instance be subject to the Company’s disciplinary procedures. This could amount to gross misconduct and result in summary dismissal.

5. Screening and Testing

To support this policy, and to demonstrate that the company is serious about protecting its staff and the public, the Company reserves the right to implement a drugs and alcohol testing programme which will cover:

- Pre-employment
- For cause; and
- Random testing.

The Company will take specialist advice from an independent testing company on the appropriate drug types and testing mediums appropriate to the situation.

Screening and testing will be carried out in the following instances:

- Random Testing - The Company reserves the right to randomly select and test employees (inclusive of contract workers where applicable) at any of the Company premises with an approved independent testing and collection team.
- For Cause Testing - If it is suspected that an individual is impaired due to alcohol, drugs or substances or if an individual’s work performance is being affected due to alcohol, drug or substance dependency they may be asked to undertake for cause testing.
- Post-Accident/Incident Testing - Where an accident or incident has occurred and the individual is suspected of impairment by virtue of alcohol or drug misuse, he/she may be subject to an appropriate testing medium.

For all testing, should an employee refuse to provide a sample, they will be suspended immediately on full pay, pending the outcome of a disciplinary investigation. Should a contractor refuse to provide a sample as above or they have a positive test result they will be safely removed from site immediately. Their employer (if they are not self-employed) will be informed of the decision.

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6. Continuation in Present role

If you are undergoing treatment for substance related conditions, in recognition of the support provided by the Company you will at the reasonable request of the Company attend your General Practitioner, an occupational health provider, or other medical professional in order to ascertain whether you are fit to attend work in your present role, taking into account the duties of your role which may involve the safety of yourself, colleagues or the general public. If you are deemed unfit for the duties of your present role it will be treated as a sickness absence issue and dealt with under the sickness policy and the Company will consider if there are any temporary alternative positions.

Notwithstanding the opinion of any medical professional, for reasons of the health and safety of you or your colleagues, service users and the public, the Company reserves the right to transfer you from your current role if you are undergoing treatment for substance related conditions, which it reasonably believes could impact on the safety of yourself, your colleagues, service users and the general public, and you have not been signed as unfit to attend work by your General Practitioner. In doing so, the Company will consider your individual needs and seek an alternative post wherever possible. If no alternative post is available you will be unable to attend work and your absence will be dealt with under the sickness policy.

7. Disciplinary Sanctions

Failure to comply with this policy may constitute gross misconduct. In all instances where there is a breach of policy, the Company will conduct an investigation in line with process and any resultant action will be in accordance with the process outlined therein.