
	<b>Drugs and Alcohol Policy</b>			
	Doc Ref: <b>POL5-05</b>	Issue No.: <b>1</b> Date: <b>07/01/2025</b>	Page: <b>1 of 6</b>	

### 1. Who This Policy Applies To

This policy applies to all S & R Construction Limited employees, subcontractors, labour agencies, self-employed persons and visitors to all premises operated by the Company.

### 2. Policy Statement

In compliance with the Health & Safety at Work Act 1974 (Section 2), S & R Construction Limited is committed to providing a safe working environment and ensuring the health and safety of our employees, those who work on our sites and those who may be affected by our works. One element of this commitment is to ensure that employees are not placing themselves or others at risk by the misuse of drugs or alcohol. Also, we recognise the importance of balancing respect for individual privacy with the need for a safe, secure and productive working environment.



This policy also allows for the Company to support employees who voluntarily seek help for a drug or alcohol dependency.

A copy of this Policy is to be made available to all staff and a copy is to be clearly displayed in all places of work.

### 3. Definitions

In this policy the following words and phrases have the following meanings:

- **Drugs:** Any psychoactive substances (those drugs that affect mood, thought process or perception), available both legally and illegally. A non-exhaustive list would include all those drugs covered by the Misuse of Drugs Act (1971) and The Medicines Act (1968).
- **Illegal Drugs:** All those drugs covered by the Misuse of Drugs Act (1971) and amendments.
- **Alcohol:** Includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor, or any other intoxicants used for beverage purposes.
- **Dependency:** Where the user has adapted physically and/or psychologically to the presence of drugs or alcohol and would suffer if it were withdrawn abruptly.
- **Company Premises:** To include all the sites and premises the Company has responsibility for and includes all Company vehicles. This policy also applies to all occasions where S & R Construction Limited staff are on Company business, unless suspended with the agreement of a Senior Manager.
- **Impaired (Drugs):** In terms of this policy, any person found to have consumed illegal drugs or used drugs in an unsanctioned or unreported way (to be confirmed by an appropriate test) is deemed to be impaired due to the use of drugs and therefore in contravention of this policy..
- **Impaired (Alcohol) England, Wales and Northern Ireland Premises:** In terms of this policy any person who has Breath Alcohol Concentration that exceeds 35mcg in 100ml or equivalent in Blood Alcohol Concentration, (to be confirmed by an appropriate test) is deemed to be impaired due to the use of alcohol and therefore in contravention of this policy.

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- Staff: This includes but is not limited to, S & R Construction Limited employees, subcontractors, labour agencies, self-employed persons and visitors.
- Safety Critical Worker: Those whose occupations are such that their work activity poses a significant potential safety risk to themselves and/or others.
- Substance Misuse: This applies to using substances e.g. drugs or alcohol in an unsanctioned way, any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical doctor or pharmacist. It also applies to substances that can be defined as harmful/hazardous to the individual or to others and which are likely to distort perception and response to the users' environment and furthermore impair normal functioning and development.

Further examples are:

- Alcohol dependence/excessive alcohol consumption,
- Taking or possessing illegal drugs,
- Misuse of legal substances such as prescribed medicines,
- Solvent Misuse, e.g.: inhalation of gases or glues.


Substance dependency is a condition where an employee's consumption, of any of the above substances, frequently or repeatedly interferes with his/her health, attitude to safety, attendance or general work performance.

Substance intoxication is defined by the Company as excessive consumption, of any of the above substances, which may result in irresponsible behaviour, but which is not necessarily related to a physical or psychological dependence.

#### **4. Guidelines and Rules**

The following rules will be strictly enforced. No member of staff shall:

- Report or try to work whilst intoxicated / impaired due to substance misuse (e.g. the use of drugs (whether legal or not) or alcohol.
- Be in possession of illegal drugs or alcohol on Company premises or whilst representing S & R Construction Limited. Unopened containers of alcohol will be permissible where alcohol is purchased offsite for consumption outside of work.
- Consume illegal drugs or alcohol or take any drug in an unsanctioned way whilst at work or whilst representing S & R Construction Limited.
- Attempt to sell, distribute or supply alcohol whilst on Company premises or whilst representing S & R Construction Limited.
- Attempt to sell, distribute or supply drugs which contravene the Misuse of Drugs Act 1971 and the Medicines Act 1968, whilst on S & R Construction Limited premises or whilst representing S & R Construction Limited. Any contravention of this, without exception, will be reported to the Police.

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- Under any circumstances be under the influence of drugs, solvents or alcoholic substances whilst driving on company business.
- Under any circumstances be under the influence of drugs, solvents or alcoholic substances whilst on our sites or premises. Note that, as previously consumed drugs, solvents or alcoholic substances may affect your performance at work, you may still be considered to be under the influence.
- Take prescription only drugs which have not been prescribed to you on medical grounds.

**Note:**

- You are required to adopt a responsible attitude to alcohol consumption when required to be available “out of hours” and must completely refrain when on paid “on-call” duties.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.
- You must be aware of your own tolerance to alcohol.
- You must be aware of drinking guidelines (e.g.: a person’s body typically rids itself of 1 unit of alcohol per hour).
- You must be aware of the drink driving limits in the UK
- You must be aware of your own work / shift patterns and regulate their drinking habits accordingly
- You must inform any Medical Practitioner, or Pharmacist dispensing medicine, if your job involves driving a Company vehicle or operating equipment.
- You must check whether any medication that they are currently taking can affect your capacity to safely and effectively undertake the duties of their post (this can be verified by a Medical Practitioner or Pharmacist).
- You must inform a responsible person who represents the company, of any prescribed treatments or over-the-counter (OTC) treatments they are currently taking that might affect their capacity to safely and effectively undertake their duties in the workplace. This will be noted on their personnel records for future reference.
- You must inform a responsible person who represents the company, if they have any doubts as to the effects of any prescribed treatments or over-the-counter (OTC) treatments they are currently taking, so that the Company Medical Advisors can be consulted on the suitability to perform their duties safely.

Contravention of these rules is a very serious matter and the Company will take disciplinary action in the event of an infringement under the Company’s disciplinary procedures, which may include removal from site and/or dismissal.

**5. Screening and Testing**

Screening and testing applies to all staff on Company premises. The purpose of screening and testing is to ensure that due diligence is exercised and to deter and detect individuals working on Company premises whilst being impaired due to drugs or alcohol.

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All drug and alcohol testing will be arranged via the Company's SHEQ Department or Human Resources Personnel who have arrangements, in place, for sample collection and testing with an appointed approved independent testing company.

The Company will use urine testing for drugs and breath-testing for alcohol but reserves the right to use other approved methods of testing if necessary.

Screening and testing will take place in the following circumstances:

**“With Cause” Intervention Testing:** Where it is suspected that an individual is in contravention of this policy or is impaired due to the use of drugs or alcohol, testing may be used as part of an assessment process.

**Post-Accident/ Incident:** Where a manager or supervisor has reasonable grounds to believe that that the actions or omissions of an individual contributed to the accident/incident occurring.

**Random Testing:** Staff will be randomly selected and tested throughout the course of the year. This process applies to all members of staff irrespective of their status to ensure fairness within the policy and give a clear message that the misuse of drugs or alcohol will not be tolerated by S & R Construction Limited.

To ensure that staff selection is entirely random, the approved independent testing company will select staff for testing.

**On-employment:** The Company reserves the right to test on-employment and at any time in the first three months of employment or contract.

**Fitness for Work Assessment for Safety Critical Workers:** Screening for Drugs and alcohol will be undertaken as part of the assessment.

Any positive test or a refusal to provide a sample or attempts to falsify or tamper with evidence will result in the withdrawal of any offer of employment or dismissal in the first three months of employment or contract.

**Client Required Regular Testing:** Some clients require that regular screening and testing of staff takes place. In these cases, testing will take place in accordance with the client's requirements.



**Help and Support:** If an individual's performance is affected through a dependency to drugs or alcohol, they may be required to undergo monitoring testing.

## 6. Refusal to Test

Refusal by a directly employed member of staff to present for a test, comply with the testing process or refusal to provide a sample of urine or breath for a test will be treated as a failure to comply with the reasonable request of an employer.

This will be treated as a positive test result and the member of staff will be subject to the Company's disciplinary procedures.

Any refusal by any other staff to present for a test, comply with the testing process or refusal to provide a sample will result in that individual being removed from the Company premises. Their employer will be notified of this decision and bear any financial consequences of this removal from site.

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## 7. Client Requirements

Some clients may have more stringent rules concerning drugs and alcohol than the Company policy, in these cases, staff will be informed of the rules beforehand and will be expected to comply with these rules. Where an employee contravenes these rules they will be dealt with under the Company's disciplinary procedures.

## 8. Responsibilities

Within this policy there are specific responsibilities to be undertaken by all staff.

**Senior Management:** To ensure the policy is implemented throughout S & R Construction Limited and to notify staff of this Drugs and Alcohol Policy and supporting procedures.

**Managers:** To ensure that the health and safety of those individuals under their management is not endangered through the misuse of drugs or alcohol in the workplace. To take the appropriate action against those individuals whose job capability is impaired or who are in contravention of this Drugs and Alcohol Policy.

**Employees:** Under the Health & Safety at Work Act 1974 (Section 7a) all staff have a duty of 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.

Employees should familiarise themselves with this policy and the implications arising from a contravention of this policy.

It should be recognised that prescribed and over-the-counter medicines may cause impairment to an individual's performance at work. Therefore employees taking prescribed drugs or any medication that may impair their ability to undertake tasks are required to inform their site supervisor or line manager immediately so that appropriate allocation of tasks or locations of employment may be allocated. The Company will offer all reasonably practical assistance. Such employees will not be penalised.

## 9. Assistance to Employees

The Company will endeavour to ensure that advice and specialist help are made available to any employee who feels they have or are developing a dependency relating to drugs or alcohol and seeks help from the Company.

Early identification and treatment is essential and therefore any employee who feels that they may have or are developing a dependency relating to alcohol, drugs or substances should come forward and seek assistance at the earliest possible opportunity. Employees should contact their site supervisor, line manager, the SHEQ Department or Human Resources Personnel who will arrange for the appropriate course of treatment to be made available.

During any period of absence from work for agreed treatment, the Company's normal sick pay arrangements will not apply and absence for treatment will be not be funded by the Company.

If an agreed or recommended course of treatment is not followed by an employee or is ineffective and occurs concurrently with lapses in the employee's performance, conduct or attendance then they will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures as appropriate.

Any employee with a dependency to alcohol, drugs or substances who only declares they have a dependency when a serious misconduct issue has arisen or before a test takes place or where they are proven to be in contravention of this policy will be subject to the same disciplinary procedures as any other employee who contravenes this policy.

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**10. Review**

This policy may be reviewed at any time by the Company to reflect changes in legislation, industry standards or the expectations and requirements of the Company.

Such changes will be communicated to staff.

This Policy is to be reviewed annually as a minimum.

*SJ Sankey*

**Managing Director**