



Alcohol & Drugs  
Policy

NW  
NORWOOD UK

## Alcohol & Drugs Policy

All employees have a responsibility for the health and safety of themselves, their colleagues, our customers and the general public.

The Company is therefore committed to maintaining an alcohol and drug free working environment.

The consumption of alcohol and the possession, use or distribution of non-prescribed drugs on Company premises and during working hours is strictly prohibited for the following reasons:

- Alcohol and drugs adversely affect judgement and performance; and
- The health and safety of employees, customers and members of the public is compromised;

The Company recognises, however, that there are a wide range of consequences of drug and alcohol misuse calling for a corresponding range of responses.

The consumption of alcohol and misuse of drugs at work may be appropriately dealt with in a number of different ways dependant on circumstances ranging from dismissal for gross misconduct to assistance in overcoming a dependency problem which requires treatment like any other illness.

a) An employee who comes to the notice of Management through reporting for work under the influence of alcohol or drugs, accidents, work deterioration, complaints, or self-referral, etc., will be investigated in line with the disciplinary procedure in order to ascertain the circumstances. During the investigatory period, the manager will ascertain whether it is appropriate to deal with the matter under the terms of the Company's disciplinary procedure or require the employee to undergo treatment and rehabilitation.

b) The investigation may include the employee being required to undergo a medical examination, to ascertain the nature of the problem. Refusal to undergo a medical examination in such circumstances will constitute gross misconduct in accordance with the Company's disciplinary policy.

c) An employee whose problems have been diagnosed as being drug or alcohol related, should, subject to the provisions set out below, have the same protection of employment as those granted to an employee with problems related to other forms of ill health.

d) Should the investigation find that the issue is one of conduct rather than ill health, then the disciplinary procedure will be invoked.

e) Should the investigation find that the issue is one of ill health, and a medical examination confirms that an employee has been positively tested for a controlled drug or has an alcohol abuse problem, the Company reserves the right to suspend the employee from employment to allow the employee to undergo treatment and rehabilitation.

f) If the employee is offered rehabilitation, the Company will determine, in consultation with its medical advisor, an appropriate duration of such treatment and whether the employee is fit to attend work whilst undergoing such treatment. If the employee is felt to be unfit for work they will be deemed to be on sick leave.

g) If the employee fails to follow an instruction given by the Company with regard to their rehabilitation, or suffers a relapse during or following treatment, the Company reserves the right to withdraw support and to proceed to deal with the matter under the terms of the disciplinary policy.

h) A return to work will only be permitted after the employee has been declared fit by the Company's medical advisor. Should there be any recurrence of the original problem then the employee will be subject to action under the disciplinary policy. If performance is found to have been impaired by the problem to such an extent that the employee can no longer perform at the required level, this will be dealt with under the capability procedure.

The Company reserves the right to search an employee or their property held on Company premises at any time if there are reasonable grounds to believe that the prohibition on substances is being or has been infringed.

Refusal to agree to a search will normally be treated as amounting to gross misconduct and it will entitle the Company to take disciplinary action.

The Company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Company's premises.

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood', written over a faint, light blue circular stamp.

Jo Shuttlewood – HR Director