



## **Drug and Alcohol Policy**

ASH Group are committed to a safe, healthy, and productive workplace for all individuals who visit a site/premises.

This policy applies to all ASH Group employees and, where appropriate, others such as consultants, sub-contractors and agency workers working on an ASH Group site. (personnel)

ASH Group **strictly prohibits on any site/premises:**

- the consumption of alcohol
- any personnel to work whilst under the influence of alcohol or drugs.
- any personnel being unfit for work due to use of drugs or alcohol.
- the misuse of prescribed or over the counter drugs
- the use, possession, distribution, or sale of illicit or un-prescribed controlled drugs (including Legal highs or Novel Psychoactive Substances (NPS)2).
- the possession, use, distribution, or sale of alcoholic beverages
- the use, possession, distribution, or sale of drugs.

Any such instances will be referred to the individual's line manager within ASH Group and dealt with via the disciplinary procedure and may lead to the employee's summary dismissal. For all other parties, the instance will be reported to the appropriate contact and will be managed by the appropriate organisation.

### **Witnessing or suspicion of drug or alcohol misuse by others**

- If any personnel are witness, aware or suspects that an individual is working under the influence of alcohol or drugs, then this must be reported to their line manager immediately.
- Non-disclosure may result in disciplinary action against that person/ persons.

### **Prescription and over the counter medication**

ASH Group requires all employees to inform their line manager, at the earliest opportunity, if they are taking prescribed or over the counter medication that may impede their awareness and safety and the safety of others, for instance; drowsiness, fatigue, impact on their co-ordination or balance. Employees must not undertake any activity that could put themselves or others at risk. Employees may be given alternative duties where appropriate to protect their safety and the safety of others.

### **Screening Programme**

Unannounced random drugs and alcohol screening of all personnel may be undertaken, by an appropriate designated person (line manager or above) (Designated Tester) on company owned property or sites that it controls.

The screening programme procedure intends to:

- Detect the use of drugs and/or alcohol by any personnel involved in a safety related incident where there is a possibility that the actions or omissions of the individual led to the incident.
- Detect the use of drugs and/or alcohol where personnel's behaviour prompts cause for concern.
- Detect, via random screening, personnel who may be under the influence of drugs or alcohol.

Individuals may be required, by a Designated Tester, to submit to a medical evaluation or alcohol and drug test when cause exists to suspect alcohol or drug use, including workplace incidents.



Failing, or refusing to undergo, a drugs or alcohol screening will be treated as gross misconduct and dealt with via the disciplinary procedure, which may lead to the employee’s summary dismissal. ASH Group may immediately suspend any such employee and remove them from the workplace.

A positive test result will be treated as gross misconduct and dealt with via the disciplinary procedure, which may lead to the employee’s summary dismissal. ASH Group may immediately suspend any employee and remove from the workplace.

If an employee suffering from alcohol or drug dependency refuses rehabilitation, fails to respond to treatment or fails to meet satisfactory standards of effective work performance it will be dealt with via the disciplinary procedure, which may lead to the employee’s summary dismissal. ASH Group may immediately suspend any such employee and remove them from the workplace.

**Recognition and guidance**

ASH Group recognise drug and alcohol dependency as a treatable condition. Employees who believe they have a substance dependency are encouraged to speak to their line manager, seek medical advice and to follow appropriate treatment before it results in safety and task performance problems.

It may be necessary to redeploy an employee who is found to have a substance abuse problem if their position is deemed as being critical to the safety and wellbeing of employees, the public or other third parties until they are fully declared as fit for duty or they have completed their rehabilitation, whichever comes sooner.

This policy does not require and should not result in any special regulations, privileges, or exemptions from normal job performance requirements.

**Sub-contractors**

Any Sub-Contractor who violates the policy will be removed from company premises/ controlled sites and may be denied future entry.

Signed .....

January 2021

Date .....

Managing Director

**Useful Resources**

- 0300 123 1110 - Drinkline - Helpline for anyone concerned about their drinking or anybody else's.
- 0300 123 6600 - Talk to Frank - Information on drugs and addiction.
- [www.gov.uk/drug-driving-law](http://www.gov.uk/drug-driving-law) - Information on illegal or prescription drugs and driving.
- [www.talktofrank.com/](http://www.talktofrank.com/) - Honest information about drugs.
- [www.hse.gov.uk/alcoholdrugs/resources.htm](http://www.hse.gov.uk/alcoholdrugs/resources.htm) - List of Drug or Alcohol support organisations