



Drug & Alcohol Policy

1. Overview

- 1.1. This is our policy about the use and misuse of drugs and alcohol while working for or representing us.
- 1.2. All employees are covered by our policy. This policy does not form part of your employment contract, and we may update it at any time.
- 1.3. This policy also applies to self-employed contractors, workers and agency workers.
- 1.4. We have a legal duty to protect the health and safety of our workforce and any external individuals who come into contact with us. It is very important that those working for us can carry out their duties safely and free from the influence of drugs or alcohol.
- 1.5. The use and misuse of drugs or alcohol can also have a detrimental effect on the Company. It can lead to absence from work, and poor employee behaviour or performance. It can also reflect badly on our organisation.

2. Using drugs or alcohol

- 2.1. We expect you to be able to fully and safely carry out your duties under your contract when you are working for or representing us.
- 2.2. It is critically important that you do not drive or operate machinery if your performance or judgment might be impaired through the use or misuse of drugs or alcohol. This includes any drugs prescribed for you.
- 2.3. If you think you may have a drug or alcohol dependence or addiction, we encourage you to seek medical help. If you raise this with us, we will do our best to put you in touch people and organisations specialising in drug and alcohol issues, and we will support you as much, and as confidentially, as we can in your recovery process. If you seek treatment, we may decide to suspend or stop any disciplinary or other process that has been started, until the outcome of that treatment is known.
- 2.4. If your performance is impaired, or your behaviour or attendance is negatively affected because of drugs or alcohol, and you have not first raised this with us with a view to seeking help, or our reputation is damaged as a result, then we may take action under our Performance Improvement Policy, Absence Management Policy, or Disciplinary Policy. This could lead to you being dismissed.
- 2.5. If you know or suspect that a colleague is or has been misusing drugs or alcohol, you should raise this in confidence with your manager. It's important that we find out



about any issues so that we can help as best we can. We will also want to make sure we're meeting our health and safety responsibilities and protecting our business.

3. Drugs

- 3.1. When we talk about 'drugs' under this policy, we mean illegal drugs, psychoactive substances ('legal highs'), and prescription or non-prescription drugs which may affect your ability to carry out your duties fully and safely.
- 3.2. You must not be in possession of illegal drugs or psychoactive substances (except for legitimate substances including food, tobacco, nicotine, caffeine and medical products) at any time while working for or representing us.
- 3.3. If you need medication for a genuine medical condition while working, you should only bring in enough for your own use. It should be kept safely, in accordance with instructions and out of the view of other people. If your medication needs to be stored in a fridge, you must use a clearly labelled, sealed container.
- 3.4. Medication can have side-effects that affect performance. If this applies to you, please raise it with your manager so that we can take medical advice if necessary and consider any reasonable adjustments that we might need to make.
- 3.5. It is your responsibility to seek advice from a doctor or pharmacist about the possible effects of your medication on your fitness to do your job.
- 3.6. We want to protect your health and safety, as well as that of your colleagues and our [customers] [clients], so if you have any drug-related impairment you must tell us straightaway.

4. Alcohol

- 4.1. You should not bring alcohol into work. If there is some reason why you might need to, you should get your manager's permission beforehand.
- 4.2. You must not be, nor must your appearance suggest you are, under the influence of alcohol while you are working for or otherwise representing us. This applies equally to a situation where you may have drunk alcohol before coming to work, or the day before, if you are still affected by it.
- 4.3. Work-related events like client dinners or staff parties that involve alcohol are an exception. We may allow moderate drinking on those occasions, but we will still expect you to behave professionally, with integrity and in line with our reasonable standards. You are representing the Company, and we will take disciplinary action against you if you breach our rules or policies, for example in relation to Health and



Safety, Bullying and Harassment or Equal Opportunities, or if your conduct otherwise falls below our expected standards.

- 4.4. If a customer, supplier or other third party gives, or offers to give, you alcohol as a gift, you should refer to our Bribery Policy (a gift is not itself bribery, but you should check the Policy to satisfy yourself that accepting the gift does not breach the Policy).

5. Searches

- 5.1. We may search our premises for drugs or alcohol at any time, including in lockers and desks. If we have grounds to believe that there are illegal drugs, prohibited psychoactive substances, or there is alcohol in your personal possessions (for example your pockets or your bags), we expect you to cooperate with reasonable requests to search them, too. We may arrange for a witness to be present during the search, if you ask us to.
- 5.2. We will confiscate and may use as evidence in future disciplinary proceedings (or we may destroy), any alcohol or drugs found in contravention of this policy.
- 5.3. If you refuse to cooperate with a search, that could lead to disciplinary action, and potentially dismissal, under our Disciplinary Policy.