



Alcohol and Drug misuse has a detrimental effect on health, influences work performance and staff relationships and can result in reduced efficiency and increased sickness absence.

The Company has a duty towards and is concerned about the health and welfare of all employees. It is therefore the Company Policy to:

- Promote a responsible attitude to the consumption of alcohol amongst employees;
- Offer assistance to those employees who require it;
- Treat alcoholism and drug dependency as a health problem and arrange for employees to seek professional assistance;
- Prohibit the consumption of alcohol on Company premises, other than at special events and with the prior authorisation of the Managing Director.

Employees experiencing an alcohol or drug problem should in the first instance talk to their manager. The Company will treat all discussions involving employees experiencing an alcohol or drug problem in strict confidence. The Company will help obtaining appropriate advice and treatment.

The Company will treat any absence due to alcoholism and drug dependency in the same way as sickness absence on the condition that the employee obtains professional treatment and maintains regular contact with the appropriate member of the Company.

**Staff who drive for work must ensure:**

- never drive while under the influence of alcohol, drugs or medicines
- make arrangements so they do not need to drive if they know they will be drinking alcohol, and be aware that they may still be over the limit, or affected by alcohol, the morning after they have been drinking
- avoid alcohol at lunchtime, especially if they know they will be driving later
- be aware that prescription drugs or over-the-counter medicines can affect driving and can cause sleepiness
- report drug and alcohol problems, including cautions, summons or convictions for alcohol or drug related offences, to their line manager
- co-operate with monitoring, reporting and investigation procedures.

If inadequate work performance or unacceptable behaviour, including staff relationships, occur or persist the matter will be dealt with under the Company's Disciplinary Procedure. Careful consideration will be given to those who have acknowledged the existence of an alcohol or drug problem and/or have agreed to obtain medical for the condition. However any incident which amounts to gross misconduct would be considered a dismissible offence. If an employee fails to complete the prescribed course of treatment or has a relapse following treatment, the matter may be dealt with under the Company's Disciplinary Procedure.