



Alcohol and Drugs Policy

This policy applies to all companies within the Relyon Group.

This policy applies to the use of drugs or alcohol whilst on duty, company premises or on company business. It also covers the effects of both drugs and alcohol during any worked shift, taken prior to the start of work.

The Company as an employer is mindful of the welfare of its entire staff and is concerned that the use of alcohol and/or drugs by its employees should not impair their health and social life. Moreover, to the extent that misuse of alcohol and/or drugs may have detrimental effects on an employee's attendance and work performance.

This Company is committed to ensuring the highest safety standards in all its operations and to this end has introduced the following Policy.

The Policy contains guidelines for those suffering from alcohol or drug dependency, rules about alcohol and the taking of drugs whilst at work or when attending work and rules concerning the testing of individuals for the presence of alcohol and drugs.

All staff are expected to follow the rules and procedures set down in this Policy.

Use of alcohol or drugs whilst on duty, company premises or on company business

Due to the nature of the business the Company has certain rules about the consumption of alcohol or the use of controlled substances before attending work, whilst at work and when coming back from meal breaks.

Any breach of the rules (which may be amended from time to time) will render any individual liable to disciplinary action which may result in summary dismissal on any one occasion if the circumstances warrant it.

The following rules form part of the Company's Disciplinary Policy under the general heading of 'gross misconduct' for which the normal penalty is summary dismissal even for a first offence or 'general misconduct' where at least one warning will be administered before dismissal.

The Company considers that any of the following could be considered Gross misconduct;

- Attending work while under the influence of Alcohol
- The selling, possession of or use of any controlled substance or dangerous drug on or outside Company premises (including attending work whilst under the influence of controlled substances, i.e. other than prescribed medication).
- Gross negligence, gross dereliction of duty or gross incompetence endangering the health or safety of the employee or any other persons or the property of the Company, its employees, customers or other persons;

The Company considers that any of the following could be considered General misconduct, for which at least one official warning will normally be given;

- Drinking whilst on Company business save where this is permitted;
- Possessing alcohol whilst on Company premises save where this is authorised;
- Refusing to submit to a search when lawfully requested to do so.
- Selling alcohol to any client or member of staff

Any of the above will be dealt with under the Company's normal disciplinary procedure.

Statement of Policy

Alcoholism is regarded primarily as a health problem and those affected will need treatment and assistance. The Company will do all that it can to ensure that any employee suffering from alcoholism is identified, appropriate workplace support offered and encouraged to follow a prescribed form of treatment.

For the purposes of the Company's Policy, 'alcoholism' is defined as:

'The habitual and uncontrollable drinking of intoxicating liquor by an employee, whereby an employee's ability to perform their duties is impaired or their attendance at work is affected or they endanger, or are deemed to be a danger to, the safety of themselves or others.'

For the purposes of the Company's Policy, 'drug dependence' is defined as:

'The habitual taking of drugs by an employee other than drugs prescribed as medication by a registered medical practitioner, whereby the employee's ability to perform their duties is impaired, or their attendance at work is affected or they endanger, or are deemed to be a danger to, the safety of themselves or others.'

In the context of this Policy statement the term 'drug abuse' is defined as the sale, or medically unauthorised use or possession of any controlled substance (dangerous drug) which means narcotic drug (including cannabis), hallucinogenic drug, or depressant or stimulant drug as defined in law.

Employees who are recognised to have an alcohol or drug dependency problem will be encouraged to seek help and treatment voluntarily.

No employee will be accused of using drugs or being dependent upon alcohol but it will be emphasised in all interviews that a failure to acknowledge any problem will normally result in disciplinary action being taken in respect of the conduct or performance at work.

Any employee caught selling or distributing controlled substances on or outside Company premises shall be deemed to have breached the terms and conditions of their employment on grounds of gross misconduct thus rendering themselves liable to summary dismissal.

In serious cases of alcohol or drug dependency employees undergoing treatment away from work are considered to be on sick leave and entitled to the Company's normal sickness benefits although payments to them will be reviewed at such times as their progress is reviewed.

Every effort will be made to ensure that the employee will be able to return to the same job that they held prior to treatment, unless the resumption of the same job would lead to a serious risk of undermining a satisfactory recovery.

Should the employee not be able to return to the same job every effort will be made to offer an alternative job of equal status. Where this is not possible the employee will be invited to consider alternative vacancies within the Company which are considered appropriate for their medical condition.

Employees who decline to accept referral for diagnosis and treatment or who discontinue a course of treatment before its satisfactory completion will be warned that should their performance at work or conduct at work fall below the standard required or continue to fall below the standard required, they will be subject to the normal formal procedures. This will mean that unless an immediate and sustained improvement is made in overall performance, appropriate formal action will be taken.

Following a return to work after or during treatment, should work performance or conduct again suffer as a result of alcoholism or alcohol misuse or drug abuse, each case will be considered on its merits and if appropriate a further opportunity to accept and co-operate with treatment may be provided or disciplinary action may be instigated.

This Policy is not concerned with social drinking and is limited to those instances of alcoholism which affect work performance, conduct at work or the safety of the individual or others.

This Policy does not apply to those who indulge in random, excessive bouts of drunkenness or behave in any manner contrary to the rules of the Company or standards set by the Company from time to time. Such behaviour will be dealt with under the normal disciplinary rules and procedures.

The confidential nature of any alcohol or drug dependency problem is recognised by the Company and for that reason confidentiality will be strictly preserved. Only where the individual concerned has consented to disclosure to another named person will any disclosure be made other than in a rare case where the health and safety of that individual or others are in paramount danger. In such a case only a senior person with a 'need to know' will be told and they will be told only what they 'need to know'. In such a case, that senior person will guarantee absolute confidentiality.

Rehabilitation and Assistance

The Company intends to treat anyone suffering from alcohol or drug dependency in the same way as any employee suffering from any other serious health condition.

The aim of any treatment is that the employee will ultimately be able to return to full-time employment at an acceptable level of performance and with no recurrence of the original or related problems.

The Company intends to give every support and assistance for those who have an alcohol or drug dependency problem to get treatment.

In some cases, the treatment recommended may entail some absence from work. In other cases, continued attendance at work will be possible. The following rules will apply.

Written agreement

In the case of an employee who is able to continue at work during their treatment programme, the employee will be expected to agree to written guidelines concerning attendance at work, performance at work, general standards of conduct at work and any rules deemed appropriate concerning abstinence from alcohol or drugs.

In any case where the employee has time off work for treatment and rehabilitation recommended by the appropriate medical staff, a written agreement will be completed before resumption of work setting down the agreed standards of performance, attendance, conduct and other rules whilst at work.

This agreement will be worked out between the employee concerned and their supervisor/manager with advice from the Company Medical Advisors and Employee Relations.

Any failure to comply with this agreement may render the employee liable to the normal disciplinary procedures.

Successful completion of the programme

The Company expects that any employee who is recognised as having an alcohol or drug dependency problem will agree to undertake the appropriate course of treatment and will complete the course of treatment.

Any failure to attend for treatment or any failure to complete the course of recommended treatment will render the employee liable to the normal disciplinary procedures.

Commission of disciplinary offences

Even though an employee is the subject of this Policy of treatment and rehabilitation, every employee is reminded of their continuing obligations to abide by the terms of their contract and the Company Rules, Procedures and Policies which may be amended from time to time.

Alcohol or drug dependency is not recognised as a reason for the commission of any disciplinary offence or breach of Company Rules or Standards.

Employees should be aware that they will still be subject to the normal disciplinary procedures in any such case.

Referral

There are three forms of referral within this Policy:

- self-referral;
- company referral.

Self-referral

In the case of self-referral, an employee may recognise that they have an alcohol or drug dependency problem and they may refer themselves to their own doctor.

If the employee's problems resolve and the Company has no reason to be further concerned about the employee's health, work performance or conduct, the Company will take the matter no further.

However, should the employee's performance or conduct at work cause concern, the employee will be counselled and encouraged to seek help.

Company referral

More commonly an employee will be advised by their supervisor that their work performance or some other aspect of their conduct at work is unsatisfactory.

Every opportunity will be given for an explanation and the employee will be encouraged to accept help should there be an underlying problem such as alcohol or drug dependency or family or personal problems.

Should the employee admit that they have a problem, the employee may be asked for their consent for the Company to obtain a medical report from an external Occupational Health Advisor, GP, specialist or other relevant medical professional. Such referrals will be in the strictest of confidence.

No details will be disclosed to any member of management without the employee's informed, written consent..

The report will usually provide information on the medical problem, treatment and prognosis as well as guidance on whether or not time off work is required and any reasonable adjustments that could be considered in relation to the employee's work capacity in the interim.

Reporting Requirement

Every employee who receives help and treatment under this Policy will be required to report in confidence to the appropriate Company's Occupational Medical Advisor on a regular basis as agreed between the parties.

This will include but will not be limited to a requirement to show some form of documentary evidence of attendance at the treatment clinic/outside agency and the employee giving their informed consent to the Company's Occupational Medical Advisor liaising with the person in the outside agency responsible for the treatment in order to receive regular reports about the progress of the treatment.

Should the Company's Occupational Medical Advisor deem it appropriate, the employee may be asked to give their written informed consent to a report being made in confidence to their supervisor/manager giving details only of progress of treatment and likely return to work (or normal work).

No medical details or details of the exact nature of the condition will be given.

Suspension on Pay

In some cases, the Company's Occupational Medical Advisor may recommend that until treatment has been successfully completed, in the interests of health and safety, the employee should refrain from work on pay pending a satisfactory medical assessment after the treatment has been concluded.

Medical Examinations

In any case deemed necessary by the Company, the employee will be required to submit to a medical examination by a Company-nominated doctor and to give their written informed consent to a medical report being sent to management.

This will be in the best interests of the individual since the rehabilitation process may require a less strenuous workload or other considerations at work until a full recovery has been made.

Further medical examinations may be required throughout the employment.

Random Alcohol and Drug Testing

The company carries out random alcohol and drug testing periodically. Failure to comply with any such testing will be managed through the disciplinary policy.

Future Work Programme

A future work programme will be discussed and agreed between the individual employee and their supervisor following discussions with the Company's Occupational Medical Advisor and Human Resources.

The employee will be required to adhere to the agreement and should there be any lapses in conduct or work performance, the normal Company procedures will apply

Repetition of Alcohol or Drug Problem

The Company recognises that relapses during or after the treatment of alcohol or drug abuse is a common feature.

Whilst the Company will be sympathetic to anyone with such problems, it cannot condone any employee who wilfully or knowingly contributes to further alcohol or drug problems.

Every case will be considered on its merits but every employee is expected to act sensibly and to contribute as far as possible to a successful recovery. In particular, every employee is expected to follow the medical advice.

