



Drugs and Alcohol Policy

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Revision Table

Revised on	Version #	Description	Approved by
14/09/2017	1.0	Initial Document Creation & Issue	GA
13/11/2020	2.0	Amended – included testing procedures	AB
27/06/21	3.0	No Updates	AB
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Policy brief & purpose

Our drugs and alcohol company policy outlines how we expect our employees to attend the workplace. Our aim is to act as a good employer and conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, visitors, and members of the public. We recognise that we can contribute to a safe, healthy, and productive work environment by preventing drugs and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

The Company reserves the right under this policy to exercise alcohol and drug testing of its employees. This policy applies to all employees, including management.

The term "drug" includes all drugs and psychoactive substances (including those formerly known as "legal highs") that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

It is each employee's personal duty to ensure this drugs and alcohol policy is observed.

We will review our drugs and alcohol policy periodically to ensure it reflects appropriate standards and continues to meet our needs.

This policy does not form part of any employee's contract of employment and we may amend it at any time. Notice of an amendment will be issued accordingly.

Scope

This policy applies to all staff employed by Holmes Building Contractors Ltd

For Health & Safety purposes only, we also reserve the right to apply the testing requirements of this policy to anyone that is classed as a "worker" under contract to us (e.g. agency, self-employed etc).



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Policy elements

Our policy is to ensure that drugs and alcohol problems are dealt with effectively and consistently so that workers are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

For the purposes of this policy, drug and alcohol problems are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and to the organisation for which the individual works. The term "drug" includes all drugs and psychoactive substances (including those formerly known as "legal highs") that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

This policy applies to all our employees as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working on our sites and premises.

Professional assistance and support can be made available to those to whom this policy applies and we would urge anyone who feels that they may have a drug or alcohol problem to come forward (with a colleague) to discuss this confidentially with their relevant manager.

Rules:

- You must not be in possession of any illegal drugs whilst working on our sites or premises.
- You must not under any circumstances be under the influence of drug or alcoholic substances whilst on our sites or premises. Note that, as previously consumed drug or alcoholic substances may affect your performance at work, you may still be under the influence.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.
- If a manager has reasonable cause to suspect that an employee is unfit to carry out the full duties and responsibilities of their post through the effects of drugs / alcohol while on duty or reporting to duty, Holmes Building Contractors reserve the right to carry out random testing when deemed appropriate, by either internal testing or 3rd party drug testers. This policy applies to all employees, including management.

Testing:

Random alcohol and drug testing may be carried out on members of staff who work in safety-critical jobs, including those working with machinery and whose job duties involve driving.

Employees are advised that a request for an employee to undergo alcohol and drug testing does not indicate that they are under any suspicion of wrongdoing.

An employee who unreasonably refuses to submit to an alcohol and drug test in accordance with the Company rules will be subject to disciplinary action.



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Action after a positive test

If a test proves positive, the employee will be invited to attend an interview with a senior manager. The employee will have the right to be accompanied by a colleague or trade union official at this interview. The outcome of the interview will depend on the circumstances but could include:

- an offer for the employee to undergo a programme of medical treatment, rehabilitation or counselling, where the employee accepts that they have a problem with alcohol or drug misuse and are willing to cooperate with the employer in the provision of such support;
- a written disciplinary warning, where there are no safety issues involved and the circumstances are not serious, in which case the employee will be tested again, after three and six months.
- dismissal, where the effects of the employee's alcohol or drug taking are or could be serious, for example if the employee works in a safety-critical job and their use of alcohol or drugs could affect performance, or where a previous alcohol and drug test within the previous two years has produced a positive result.

Data protection and privacy

Alcohol and drug testing will be conducted only when it is necessary and proportionate.

Testing is carried out to ensure the health and safety of workers and others.

All possible measures will be in put in place to ensure confidentiality of test results, and checks will take place to avoid any false results. Test results are processed in accordance with the Company data protection policy.

Access to test results is strictly limited to the people for whom it is necessary, such as the employee's line manager (and professional support, e.g. occupational health) Unauthorized access to test results will be treated as a disciplinary matter and dealt with in accordance with the Company disciplinary procedure.

The Company has in place arrangements through a third-party provider to facilitate accurate alcohol and drug testing procedures, along with guidance to ensure that it has taken measures to process employees' test results safely and securely.

Alcohol and drug testing will be carried out only by using reliable methods and we will ensure that tests are carried out with the least possible intrusion into employees' privacy.

Test results are retained in accordance with the Company data protection policy.

Positive alcohol and drug test results are retained only long enough for them to be investigated and dealt with under the Company's disciplinary procedure. Negative tests are normally securely destroyed after 7 days.

Workers have several rights in relation to their data, including the right to make a subject access request and rights to have data rectified or erased in some circumstances.



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You can find further details of these rights and how to exercise them in the Company's data protection policy. If workers believe that the Company has not complied with their data protection rights, they can complain to the Information Commissioner.

Complaints

If an employee has a complaint about the way in which an alcohol and drug test has been conducted, they can raise this informally with their Manager in the first instance.

If an employee prefers to raise a formal complaint, they should refer to the Company's grievance procedure.

Equal opportunities

In line with its equal opportunities policies, the Company will take steps to ensure that this policy is not used in a discriminatory manner against any employee and that no individual is unfairly targeted. The Company will take steps to ensure that employees' dignity is always respected.

Disciplinary Consequences

An employee who unreasonably refuses to submit to an alcohol and drug test in accordance with the Company rules will be subject to disciplinary action.

Please see section titled "Action after a positive test" for disciplinary outcome of a positive test.

Acknowledgement

Please date, print, sign and return to the office to show that you have fully read and understood the policy above.

DATE	PRINT NAME	SIGN

(by remaining an employee of Holmes Building Contractors Ltd, you already agree to the above policy. If you do not sign and return this policy, we shall naturally assume you fully understand the policy)

