


ALCOHOL & DRUG POLICY	Author: Alastair Walker Finance Director		
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1. Introduction

GDUK Door Solutions Ltd (“the Company”)’s Alcohol & Drug Policy and Procedures outlines the method that will be implemented with regard to drug and alcohol screening and testing.

The policy is designed to help protect employees from the dangers of drug and alcohol misuse and to encourage those with problems to seek help. The ability to perform even the most routine duties can be significantly impaired through drinking alcohol and taking drugs.

It is a criminal offence to drive or attempt to drive whilst under the influence of alcohol or drugs.

This policy applies to all employees, contractors, agency workers and visitors to the sites operated by the Company.

The terms of this policy are explicitly incorporated into each employee’s contract of employment.

The Company does not condone the misuse of alcohol or drugs in any way and aims to secure the safety and wellbeing of all its employees through an effective Alcohol & Drug policy.


The Company will ensure that all employees receive adequate training and awareness of this policy and its content, in order to be able to carry out the requirements of the policy in the workplace.

1.1. MANAGERS AND SUPERVISORS RESPONSIBILITIES

- To be familiar with the Policy and Procedures
- To be aware of and to monitor changes in work performance, attendance, sickness and accident patterns and to take appropriate action in accordance with this policy.
- To seek advice from the HR Department if there are identifiable symptoms of drug or alcohol related problems.
- To take a balanced approach and respect confidentiality when counselling or interviewing employees.
- To ensure that employees are aware of and comply with this policy.
- To be aware of the legal considerations surrounding drugs in the workplace.

1.2. RESPONSIBILITIES OF EMPLOYEES

- To be familiar with this policy and with the disciplinary implications resulting from a breach of the policy. To ensure compliance with this policy all members of staff are responsible for ensuring they do not report for work while under the influence of alcohol or drugs, or other substances that could impair their ability to work safely or to bring alcohol or other substances onto the Company’s premises for the purpose of consumption, sale or other distribution. Failure to comply will be dealt with under the Company’s Disciplinary Procedure as Gross Misconduct.
- To advise their General Practitioner (or where relevant specialist) of the nature of their job and find out if, as a result of taking any prescribed medication, there could be side effects, which may affect work performance.
- To be aware that some non-prescribed medication may give rise to side effects, that may affect work performance.

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- To inform their Manager or supervisor if the taking of any such medical drug is likely to affect their work performance. If in doubt, the employee must consult with their Line Manager or HR Department as soon as appropriate.
- To avoid covering up or colluding with colleagues whose behaviour and performance is, or could be, affected by the misuse of illicit drugs or alcohol.
- To urge colleagues to seek help if they have problems arising from the use or abuse of illicit drugs or alcohol.
- Where an employee believes that they have or are developing an alcohol or drug related problem they should approach their immediate Line Manager or any member of the Senior Management Team with whom the employee is at ease in discussing their concerns.
- Any information regarding selection, collection, analysis and results interpretation must be treated with the utmost confidentiality. Any breaches of this clause will be treated as Gross Misconduct.

2. SCREENING/ TESTING/ SEARCHING

The Company may carry out screening, testing or searching for evidence of alcohol or illicit drugs as part of the recruitment process and/or during employment in accordance with the terms of this policy.

Any drug and alcohol testing or the searching of employees carried out on behalf of the Company in accordance with the terms of this policy will not discriminate against any individual or group of individuals and is not intended to infringe on any individuals right to privacy and dignity, but is a necessary measure to ensure the health, safety and productivity of all employees.

2.1. SCREENING – DURING EMPLOYMENT


Circumstances when testing may be carried out:

- Unannounced testing based on random selection.
- ‘With cause’ i.e. where there is concern about the behaviour or condition of an individual or about the cause of an accident. Where there is reasonable suspicion that drug or alcohol use is a factor.
- Compliance with third party, requested as condition of contract, treatment or disciplinary requirements.
- All job offers throughout the Company may be dependent on the applicant having a satisfactory drug test result.
- All employees must consent to give breath and samples for testing for alcohol and drugs when requested. An unsatisfactory test for either drugs or alcohol will be treated as Gross Misconduct. Refusal to take a test will also be treated as Gross Misconduct. Attempts to interfere with the test procedures and/or prevent the analysis of the specimen provided will also be treated as Gross Misconduct.

Testing will be conducted both at the Company’s head office and remotely.

2.2. SEARCHING – EMPLOYEES & PROPERTY

The Company reserves the right to search employees and their property whilst they are located at work.

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2.3. CONSENT TO BE SCREENED/ TESTED

Where testing takes place under any of the terms described in 'Testing – during employment', the reasons for the test will be explained in full and the individual will be asked to sign a written consent to be tested.

Failure to give consent or refusal to provide a sample without good cause will be treated as Gross Misconduct.

3. GUIDELINES

Whilst the Company recognises that an alcohol or drug problem may be an illness and will be treated in the same way as any other illness, employers have a duty to provide a healthy and safe workplace. Employees who are believed to be under the influence of alcohol or drugs will be considered to be a risk to themselves and others and if necessary, will be dealt with under the Company's disciplinary policy and procedures.

Arrests, prosecutions or convictions for any drug or alcohol related offences for any employee must be brought to the Company's attention and will be treated as Gross Misconduct. Failure to bring this information to the attention of the Company will be treated as Gross Misconduct.

4. SICKPAYARRANGEMENTS


Employees who are not able to work, as a result of prescribed medication will be covered by the normal sick leave and pay arrangement.

Employees who are unfit to work as a result of drug/alcohol misuse and are receiving treatment to overcome their problems, and where they can provide acceptable evidence to that effect, will normally (at the sole discretion of the Company) be regarded as being on sick leave and will be subject to the normal conditions governing sick leave. Please see the Company's sickness absence policy and procedures for further details.

5. DISCIPLINARY CONSIDERATIONS

5.1. Voluntary Request for Assistance and Non-Disciplinary Referral

- Employees who know or suspect they have a drug/alcohol problem are encouraged voluntarily to seek help from the Company. All records, discussions etc, will be treated as strictly confidential.
- The Company will offer the employee immediate referral to a local external specialist agency for assessment. The specialist agency will arrange, if necessary, a programme of help and support for the employee.
- The specialist agency will notify the Company if absence from work is necessary as part of the agreed programme. The Company will also be notified of any help, support and/or co-operation required by the Company, regarding any aspects of continuing support.
- If the Company's management is consulted by the specialist agency, all such discussions, meetings and records will be strictly confidential.

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5.2. Suspected or confirmed drug and/or alcohol misuse and Disciplinary Referral

If the Company's management have a reasonable suspicion that an employee has a drug or alcohol related problem, the Company will:

- At the discretion of the Company, the employee will be offered the opportunity to accept referral to an external specialist agency for an independent assessment of the problem and treatment or help if necessary.
- If the employee rejects the offer of referral, or help or assistance then disciplinary action will be taken in accordance with the Company's disciplinary procedures including (where appropriate) dismissal.
- The Company will arrange an interview with the specialist counselling agency which will report back to the Company, indicating the outcome of the assessment interview and, if relevant, what co-operation is required from the Company's management to help support the individual.
- Where an employee is assessed as having a dependency on drugs and/or alcohol, and referral is accepted by the employee, it is emphasised that discipline is only held in abeyance, providing the employee follows a suitable course of action. The employee will be required to enter into a Treatment/Rehabilitation Contract at this time.
- During the course of the agreed action, should the employee cease to co-operate in any way with the designated specialist agency and/or continue to produce an unsatisfactory level of work performance, the suspended disciplinary action will again be enforced.

The Company will endeavour to assist employees to overcome alcohol/drug-related problems. If the employee is unable to make sufficient progress despite assistance then the Company will invoke the Disciplinary Procedure which could lead to dismissal for Gross Misconduct.

6. LEGAL CONSIDERATIONS

If anyone possesses, supplies or produces illicit drugs on Company premises, the Company is required by law to notify the police. This is also the case in respect of the supply of tranquilizers and sleeping tablets, except when in possession through a legitimate medical prescription.

7. SUBSTANCES TO BE SCREENED/TESTED FOR


The sample collection and laboratory analysis will be able to detect the presence of any of the illicit drugs as listed but not limited to;

- Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Methamphetamines, Methadone, Opiates, PCP, TCA or Cannabis.

8. QUALIFIED TO COLLECT SAMPLES

Only fully trained qualified personnel will be permitted to collect samples. The Company will use an independent testing Company to carry out all collections and screenings.

The person carrying out the collection will be competent in the collection of samples and the Chain of Custody protocol.

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9. DETAILED SCREENING ARRANGEMENT

9.1. Post Incident Testing

The Company may carry out testing for evidence of illicit drugs and/or alcohol levels following an accident or significant incident at work where there is a reasonable suspicion that drug or alcohol misuse is a factor.

An investigation will be conducted and documented by an appropriate Line Manager immediately after the incident has been brought under control and any injured persons have been treated. All individuals involved in the incident and witnesses will be interviewed as soon as possible.

Based on the information gathered, the investigating Line Manager, in conjunction with the HR Department, will decide whether there is reasonable cause for initiating a drug and alcohol screen to eliminate drug or alcohol misuse as a contributory factor. The Line Manager and HR Department will consider whether its objectives in the particular circumstances can be met by any less intrusive means. When there is a requirement for post incident testing, the Manager should contact the nominated Qualified Collector to initiate a drug and alcohol test.

All those involved in the incident that are to be tested, should be kept under constant supervision until the sample has been collected.

If an employee refuses to co-operate with the drug test and/or alcohol testing, the collector will complete the consent form accordingly. The employee will be suspended on full pay, with their Manager arranging safe transport. The disciplinary procedure will then follow its normal course and the Company will base its decisions on the information it has in its possession.

A full account of the events must be recorded by the Line Manager immediately. The employee's representative if applicable must be advised as soon as practicable. Statements from any other employees involved should be taken as soon as possible.

10. DEALING WITH RESULTS


If the result of the drug and/or alcohol test is satisfactory, the line manager will advise the employee as soon as practicable.

If behaviour, performance or incident was the reason for the testing the line manager should continue to investigate and monitor.

If there is an initial unsatisfactory screen followed by a confirmed unsatisfactory screen the HR Department will inform the employee's manager. They will then consider, in line with the terms in 'Guidelines', the most appropriate course of action which could include the following:

- Counselling of the employee to establish extent of dependency if any;
- Counselling to establish other personal circumstances;
- The offer of assistance/rehabilitation to the employee to overcome the dependency;
- Any disciplinary actions that may be required.
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Provided that the employee is co-operative and takes a positive approach towards any rehabilitation programme, then any period of time off work will be dealt with as sickness absence. The decision as to

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whether time off work will be dealt with as sickness absence is at the sole discretion of the line manager.

The HR Department will liaise closely with the external agencies involved to ensure the employee is co-operating with the rehabilitation programme. Rehabilitation may also include a period of monitoring and testing.

Whereas most employees will complete rehabilitation successfully, failure by the employee to complete the programme including successful screening may cause the disciplinary procedure to be applied.

Any subsequent relapse will also lead to the disciplinary procedure being implemented.

The specimen collection, analysis and review of results will be carried out by an independent testing Company chosen by the Company, with full precautions taken to maintain anonymity.