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SCHEDULE -28 SUBSTANCE MISUSE POLICY

1.ABOUT THIS POLICY

1.1 We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse.

1.2 The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:

- (a) All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems.
- (b) Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
- (c) Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently.

1.3 This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.

1.4 This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.

1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. PERSONNEL RESPONSIBLE FOR THIS POLICY

2.1 All depot managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.

3.IDENTIFYING A PROBLEM

3.1 If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their depot manager. If they will not seek help themselves, you should draw the matter to the attention of your depot manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

3.2 If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

4. ALCOHOL AND DRUGS AT WORK

4.1 Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

4.2 You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after-effects of alcohol or drugs (whether prescribed, over the counter or illegal).

4.3 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

4.4 When attending work-related social events, you are expected to act in a way that will not have a detrimental effect on our reputation. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

4.5 Depot managers should act to prevent excessive consumption of alcohol by any member of staff and should take steps to deal with any unacceptable conduct. Any such behaviour may lead to disciplinary action.

4.6 You must always comply with drink-driving laws. Conviction of a drink-driving offence may harm our reputation and, if your job requires you to drive, you may be unable to continue to do your job. Committing a drink-driving offence while working for us or outside working hours may lead to action under our Disciplinary Procedure and could result in dismissal.

4.7 If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so you must tell your depot manager without delay.

5. SEARCHES

5.1 We reserve the right to conduct searches for alcohol or drugs on our premises, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages and company vehicles.

5.2 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

6. DRUG SCREENING

6.1 We reserve the right to operate a rolling programme of random drug testing.

6.2 Drug screening will be conducted by an external provider. Arrangements will be discussed with affected members of staff at the start of each screening programme.

7. MANAGING SUSPECTED SUBSTANCE MISUSE

7.1 Where a depot manager considers that a deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from their manager.

7.2 If your manager has reason to believe that you are suffering the effects of alcohol or drugs misuse, they will invite you to an investigatory interview. The purpose of the interview is to:

(a) discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour; and

(b) where appropriate, offer to refer you to an occupational health assessment for medical and/or specialist advice.

7.3 If you arrive at work and a depot manager reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact their manager in order that you can be provided with assistance and an investigation can be undertaken.

7.4 If you agree to be referred to an occupational health doctor your depot manager will request an urgent appointment and prepare a letter of referral, a copy of which will be provided to you.

7.5 We may ask for your consent to approach your GP for advice. A report will be sent to your depot manager who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.

7.6 If, as the result of the meeting or investigation, your depot manager continues to believe that you are suffering the effects of alcohol or drugs misuse and you refuse an offer of referral to an Occupational Health assessment or other appropriate treatment providers the matter may be dealt with under our Disciplinary Procedure.

8. PROVIDING SUPPORT

8.1 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. We will provide support where possible with a view to a return to full duties. This may include:

(a) Referral to appropriate treatment providers, where necessary in conjunction with your GP.

(b) Time off work to attend treatment.

(c) Adjusting your duties or other support as recommended by the occupational health doctor or your GP or specialist during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.

8.2 If you do not finish a programme of treatment, or your recovery and return to work does not go as planned, your depot manager will meet with you to decide what further action if any should be taken.

9.CONFIDENTIALITY

9.1 We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

10. PERFORMANCE AND DISCIPLINARY ISSUES

10.1 If you agree to undertake appropriate treatment and/or rehabilitation for an acknowledged alcohol or drug-related problem, we may decide to suspend any ongoing disciplinary action against you for related misconduct or poor performance, pending the outcome of the treatment.

10.2 Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or restarted at any time as we see fit.

Approved on behalf of the company by:



W R Whitwell

Managing Director

January 2020