



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

12F Lawson Street, Kilmarnock, Ayrshire, Scotland, KA1 3JP - Tele: 01563 522236 - Fax: 01563 521304 - Web: www.airdwalker.co.uk

Drug and Alcohol Policy

Policy Statement of Intent

Aird Walker & Ralston Limited is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its undertakings. This policy sets out the company's aim to eliminate and manage alcohol and drug problems in the workplace. Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making, as such this is a policy matter. This policy has been compiled by the directors following consultation with employees.

Aim

To clearly state the company's position on alcohol and drugs within the workplace.

Objectives

- To ensure the company complies with appropriate legislation
- To minimise the risks associated with alcohol and drugs in the workplace
- To have clear rules regarding alcohol and drugs in the workplace
- To provide employees with an education on the adverse health effects of alcohol and drugs
- To encourage the early identification of employees who may be experiencing alcohol or drug problems
- To provide support for employees experiencing alcohol and drug problems
- To provide training and support to supervisors to ensure they are equipped to support employees

Definitions

Alcohol – Any substance containing alcohol.

Alcohol problem - An alcohol problem is defined as any drinking of an alcoholic substance, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Drugs - Any drug, whether illegal, prescribed, over the counter or solvent such as glue, butane, etc. In cases of prescribed or over the counter drugs, their possession and use by employee is acknowledged as legitimate.

Drug problem - The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Legal

The Health and Safety at Work Act 1974 requires employers to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.

The Misuse of Drugs Act (1971) is the main legislation covering drugs and categorises them as classes A, B and C. These drugs are called controlled substances and class A drugs are considered to be the most harmful under this act.

It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow dispensing, manufacturing, possession, using or selling on their premises.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Aird Walker & Ralston Limited.

Policy Rules

The company requires employees to report for duty free from the effects of alcohol and drugs as previously defined. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work - this includes paid and un-paid breaks.

All employees must co-operate and participate in any compulsory and or random alcohol and or drugs / substance testing or health and wellbeing surveillance programs when requested and as required by the Company, the client, the site owners or police.

Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police and or dismissed.

In some cases the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instances employees should inform their supervisor, a director and or the site manager as to what they have been prescribed and associated condition.

Education

The company is committed to promoting healthy lifestyles to employees. Alcohol and drug issues will be highlighted to employees and information on the current health guidance in relation to safe and sensible drinking and the risks associated with using drugs. This information will be disseminated by means of toolbox talks, written and poster promotional material on notice boards.

This policy details will be issued to employees and will thereafter be held on the company intranet. Training will be provided where required for managers to outline their responsibilities for enforcing this policy and additional support can be sought from a director or Select HR Advisor. New employees will be made aware of their responsibilities in relation to this policy via inductions and issued a copy with their contract of employment.

Identification of a problem

Alcohol and drug problems may become apparent through a number of means, for example the following (particularly in combination) may result in a problem being suspected:

- Persistent short term absence,
- Unauthorised absence,
- Poor time keeping,
- Reduced work performance,
- Poor working relationships,
- Deterioration in appearance

However it must be remembered that these factors can have a number of other causes.

Employees experiencing alcohol or drug problems may first become apparent to their colleagues.

If an employee suspects an alcohol or drug problem in a colleague they should either:

- Encourage the person to seek help from GP and or support agencies
- Report the matter to a supervisor, manager or director
(Particularly if the person is involved in a safety critical job)

Misconduct

This policy is primarily concerned with ongoing alcohol and drugs problems which are classed as capability issues, i.e. where the problem impacts on the person's wellbeing and ability to do their job.

One-off cases where the rules of this policy are breached, such as someone reporting for work clearly under the influence of alcohol or drugs or suffering from the effects of alcohol will be classed as a conduct issue and will be dealt with under the normal disciplinary procedures as outlined in the company hand book.

Very serious incidents such as abusive and or violence behaviour at work whilst under the influence of alcohol or drugs or dealing illegal drugs at work will be deemed serious misconduct justifying summary dismissal. In some instances of misconduct where the employee admits to having an alcohol or drug problem, disciplinary proceedings may be held in abeyance subject to successful outcome of treatment.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Aird Walker & Ralston Limited.

In instances of serious misconduct where the employee subsequently admits to having an alcohol or drug problem, the support route and the disciplinary route may be implemented in tandem at the discretion of the directors.

Voluntary Referral for Support

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage. Sources of support are outlined by GP's and online. Employees may or may not wish to inform their supervisor in such instances, however it would be advisable to disclose this situation to your employer.

Referral by Management

Employees suspected of having an alcohol or drug problem will be offered support by their employer. Where the problem has become apparent through deterioration in work performance, the employee will have to demonstrate satisfactory completion of a programme of support and an improvement in work performance or disciplinary action will be taken justifying dismissal. Employees will be given the opportunity of attending treatment within work time. Alternatively if employees require to be absent from duty normal sick pay arrangements will apply.

Confidentiality

The company aim to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained by the appropriate people. Information regarding individual cases will not be divulged to third parties unless the safety of the person concerned or others would be compromised by not doing so.

Equal Opportunities

This policy will apply equally to all employees regardless of grade, experience or role within the company.

Relapse

The company acknowledges that relapse is common with alcohol and drug problems. Employees will normally be supported through the first relapses after treatment. Subsequent relapses will be reviewed on a case-by-case basis, taking into account the needs of the department affected and the business needs of the organisation but will justify summary dismissal. Employees should be aware that the disciplinary route might be followed after subsequent relapse.

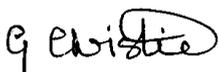
Return to Work

Following treatment the company will endeavour to ensure the employee returns to their existing job. If the employee is unable to fulfil those duties the company will consider alternative duties. Promotional prospects will be unaffected following treatment.

Monitoring and Review

It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is monitored and reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed



Gordon Christie
(Managing Director)

On behalf of Aird Walker & Ralston Ltd

Date: 01-07-2021 Review Date: 01-07-2022



Managing Director: Mr.G.Christie.