

Drug and Alcohol Policy

1. Purpose

This policy applies to all Siltbuster employees and all persons coming onto and working from Company premises, using Company vehicles, or private vehicles whilst used for company activities, including Contractors and Customers.

- 1.1 The Company is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It recognises that the effects of alcohol and drug misuse and dependency in relation to performing work activities may increase the risk of incident, injury, absenteeism and company reputational damage. It is also a criminal offence to be in possession of any unlawful substances.
- 1.2 The Company will take all reasonable steps to prevent such risks, including;
 - Making employees aware that the use, misuse and abuse of alcohol or unlawful substances, and use of some prescribed medication, can impair coordination, judgement and decision making at work, leading to negative implications for themselves and others around them.
 - Encouraging employees with an alcohol or unlawful substance misuse or dependency problem to seek specialist help at the earliest opportunity and to provide reasonable assistance to employees who recognise they have a problem, and who are willing to fully co-operate for referral and treatment.
 - Taking precautionary necessary action such as suspension from duty to prevent employees [and contractors or customers] carrying out work-related activities, if they are under the influence of or suspected to be working under the influence of alcohol or unlawful substances.

2. Policy

- 2.1 Employees or persons under the Company's control performing any work-related activities are prohibited from;
 - Reporting for work or undertake any work-related activities whilst under the influence of alcohol or illegal substances, or consuming alcohol or unlawful substances whilst on duty or during rest breaks.
 - Possessing, storing or attempting to provide or sell to others [employees, customers, contractors, visitors] alcohol, unlawful substances, items associated with the preparation of taking illegal substances or prescribed medications that have not been prescribed to them as the user.
- 2.2 Special rules will apply in the case of alcohol for;
 - Company organized socials/events; any variation to this no-alcohol policy will be communicated in advance of the event.
 - Official business entertaining [including during business trips]; where employees are representing the Company for the purpose of official business entertaining [customers/suppliers], prior agreement from senior management may be granted for employees to consume a limited amount of alcohol with a meal or at a social event.
 - In the circumstances above, employees are expected not to drink to excess and to maintain professional standards of behaviour at all times and refrain from driving or operating machinery.
 - Alcohol purchased or received by the Company [e.g. from suppliers] may be stored by the Company on its premises for use at Company organized events, or in some circumstance's may be distributed to employees [unopened] by the Company for the purposes of taking home e.g. at Christmas.
- 2.3 Random Drug and Alcohol testing may be carried out at any time using an external occupational health provider and testing may also be carried out:
 - For cause post incident/accident;

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- Where reasonable suspicion comes to the notice of senior management that an employee may be working under the influence of alcohol or unlawful substances, for example due to their behaviour or the smell of alcohol. In such cases, employees will normally be suspended from performing work duties until a negative drug/alcohol test result is obtained.
 - For any employee who has successfully completed any drug/alcohol rehabilitation programme, a random test(s) will be carried out within a 12-month period following its completion.
- 2.4 Before working on a Customers site or premises, employees must make themselves aware of the Customers policy regarding alcohol and drugs.
- 2.5 This policy does not form part of any employee's contract of employment and may be amended from time to time, following periodic review for currency.

3. Support

- 3.1 The Company encourages employees who have/believe they have an alcohol or substance dependency related problem, to seek specialist support. Source of free advice and information:
- Drink Aware UK:** Call 0300 1231110 or visit <https://www.drinkaware.co.uk/alcohol-support-services/>
- Talk to Frank:** Call: 0300 1236600 or visit <https://www.talktofrank.com/get-help/find-support-near-you>
- 3.2 Company assistance will be dependent on what is appropriate for the employee's condition and business needs. Examples of support may include in the form of an agreed period of sick leave during treatment, temporary work duties or work time adjustments.

4. Responsibility

- 4.1 **Managers/supervisors;** communicating, promoting, monitoring and enforcing this policy.
- 4.2 **The senior management team;** regularly reviewing this policy and monitoring for legal/regulatory changes
- 4.3 **All employees;** complying with this policy, taking reasonable care of themselves and others and maintaining professional standards of behaviour at all times. They must also inform their line manager [or HR Department] if they are taking any prescribed or over the counter medications which may cause drowsiness or impact their ability to work safely, before performing any work duties.
- 4.4 **The host of any third parties** visiting Company premises or manager/supervisor of those working on behalf of the company, must make them aware of this policy on arrival.

5. Non-compliance

- 5.1 **Employees will be subject to the Disciplinary Policy and Procedure**, the outcome of which would normally be summary dismissal for gross misconduct if:
- They refuse to attend a drug/alcohol test if without a reasonable explanation or refuse to co-operate fully with referral and treatment from appropriate sources, if they have a problem.
 - A positive result is obtained from a drug/alcohol test they attend.
 - Treatment has not been completed, has failed or where it has not been possible, resulting in a continued alcohol or substance misuse or dependency problem and a failure to improve work performance, attendance, safety or behaviour.
 - They are caught in possession of or attempting to provide or sell alcohol or unlawful substances to another person e.g. employee, contractor, visitor or customer.
 - They display unprofessional conduct e.g. drunk, disorderly, offensive or unsafe behaviour as after consuming alcohol at a company organised or business entertaining event, which causes complaint or brings/could potentially bring the Company into disrepute.

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- 5.2 **The Company may suspend application of the Disciplinary Policy and Procedure** and provide reasonable assistance to the employee, where he/she notifies the Company of an alcohol or substance misuse or dependency problem, which is diagnosed by the employee's GP/other appropriate health professional, and he/she is willing to co-operate fully in referral and treatment from appropriate sources.
- 5.3 **Visitors to Company premises or third parties working on behalf of the company** will be asked to leave the premises if there is reasonable suspicion by a member of staff, supported by a member of management, that they are under the influence of alcohol or unlawful substances.

Signed: 

Name: Rich Matthews

Position: Managing Director

Date: 21 November 2022