



# The Interclass Group Alcohol and Drug Abuse Policy

POLICY

## Purpose

To provide appropriate arrangements, rules, procedures and guidance on substance abuse in the workplace. To meet and surpass the requirements of the Health and Safety at Work Act 1974, the Misuse of Drugs 1971 and all other relevant Acts and Regulations. Also, to maintain a satisfactory standard of work performance.

## Scope

All employees, other directly contracted persons during the application of that contract and visitors whilst attending a Company location.

## Policy Statement

Interclass considers that it has a responsibility towards employees to provide a safe and healthy working environment and recognises that this may be jeopardised by those who misuse alcohol, drugs or solvents within the working environment. The Company also aims to ensure that its business and commercial interests are not jeopardised as a consequence of any such misuse. The Company will, therefore, take appropriate action to protect all employees' health, safety and welfare, company property and efficiency and success of our business against substance abuse.

## Definitions

Substance abuse is divided into three main categories:

- Alcohol Dependency/Excessive Consumption
- Taking or possession of illegal drugs
- Solvent abuse (inhalation of glues or gases)

Substance dependency is a condition where an employee's consumption of alcohol/ drugs/ solvents continually or repeatedly interferes with his/her health, attendance or work performance.

Substance intoxication is excessive consumption which may result in irresponsible behavior, but which is not related to a physical or psychological dependence.

## ARRANGEMENTS

### Alcohol Control

Employees, under normal circumstances, are prohibited from bringing or consuming alcoholic drinks on Company premises or any Company sites. Breach of this rule will result in disciplinary action and dismissal. However, it is occasionally appropriate to provide alcohol at work, for example at Company arranged social gatherings, but the company will always offer a low alcohol or non-alcoholic alternative. On these occasions employees are expected to behave in a safe and responsible manner and drivers are advised to make appropriate transport arrangements for their journey home. Alcohol may only be available on the premises with a manager's approval.

### Illegal Drugs

The possession or taking of illegal drugs is a criminal offence and as such is viewed seriously by the Company. The possession, use, or sale of illegal drugs within the working environment is strictly prohibited. Breach of this rule constitutes gross misconduct and will result in the dismissal of any employee who is found to have contravened it.

### Solvents

The misuse of solvents on company premises is strictly prohibited. Breach of this rule also constitutes gross misconduct and will result in the dismissal of any employee who is found to have misused solvents at work.



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## Medication

Many medicines, obtained with or without a prescription, can affect performance at work. Therefore, employees in safety-critical posts must inform the pharmacist or doctor of their job before taking any medication. All employees must inform their line manager if they need to take any medication which may cause drowsiness, impair reflexes or reaction times. If any employee is using a drug that could cause safety or significant performance problems the employee may be required to take a leave of absence or comply with other appropriate action determined by the company.

Attendance at work under the influence of any substance, including those above, which will impair performance or affect Health and Safety at Work, is considered a disciplinary offence which may result in dismissal.

## Identification

Interclass will endeavor to recognise the early signs of substance abuse and a number of performance indicators will, therefore, be monitored and where an employee begins to display one or more of them their manager will invite them to discuss the issue. A combination of the following factors may be indicators of substance misuse/abuse:

- Lateness and absenteeism
- Poor work performance, output and accuracy
- Unreliability
- Poor relations with colleagues and personality change
- Impaired concentration, memory and judgement
- Accidents
- Physical signs such as smelling alcohol, loss of appetite, unkempt appearance

Substance dependency and substance intoxication are viewed quite separately by the Company. It is considered that dependency is a health or medical problem and the Company will endeavour to assist employees who have such a dependency. If an employee is or is suspected of being intoxicated during working hours, disciplinary action will be taken. However, misconduct in the working environment, in any circumstance, will be treated as a disciplinary offence and employees will be escorted from the premises immediately. Disciplinary action will be taken when the employee has recovered from the intoxication.

## Record Keeping

Where it has become necessary to discuss a substance abuse issue with an employee, written notes will be retained but the company acknowledges it has an obligation to maintain medical confidentiality.

Where disciplinary action has been required, the records retained will be in accordance with the company's Disciplinary Procedure.

## Rehabilitation

Employees who believe they have or may be developing a substance dependency are encouraged to seek confidential advice and support voluntarily from their line manager, or the HR department. The Company will provide the appropriate support. Where the Company has itself established that an employee may be suffering from the effects of substance abuse, the employee will also be encouraged to seek assistance. This may include counselling for rehabilitation support.



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## Safe Working Methods

Strict adherence to Health and Safety rules is vital in our Company. Therefore, the following procedures must be complied with:

- Do not bring alcohol or illegal drugs onto company premises or sites
- Behave safely and responsibly at any Company occasion where alcohol has been provided by the organisation
- Do not report for work under the influence of alcohol, drugs or solvents
- Request advice from your GP for possible side-effects of prescribed drugs e.g. drowsiness/impaired reflexes
- Do not drive or operate machinery if under the influence of a substance
- Seek assistance if you believe you have or are developing a substance dependency problem
- Be alert to substance abuse symptoms and offer support and advice to colleagues if you suspect that they have a problem – it is not true that “turning a blind eye” will protect them. Your silence may cause them more harm
- Adhere to the obligations placed upon you under the Health and Safety at Work Act 1974, which requires you to take reasonable care of yourself and others who may be affected by your acts or omissions at work

## Responsibility

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

Line managers are responsible for informing the Human Resources department where an employee or incident gives rise to a cause for concern regarding the use of a substance.

Individual managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with the Human Resources department prior to any action being taken.

The Human Resources department is responsible for the sympathetic application of this policy, whilst having to consider the safety of other employees and the long term business needs of the organisation.

The Human Resources department also has the responsibility for ensuring the maintenance, regular review and updating of this policy. Revisions, amendments or alterations to the policy will be notified to all employees prior to implementation.

Signed on behalf of **The Interclass Group**

C M Watkins – MCIQB Chairman  
The Interclass Group Wolverhampton

Review Date: **2<sup>nd</sup> January 2019**