

ALCOHOL AND DRUGS POLICY

Aims

The Company recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business.

The effects of drug and alcohol misuse range from absenteeism, low productivity and increased disciplinary action to injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned.

The policy applies to all workers and employees from senior managers to temporary workers.

Responsibility

The Company encourages all staff to take responsibility for awareness of the problems, but ultimately responsibility for the operation of this policy lies with a Director.

Definitions

Alcohol misuse is defined as consumption of alcohol during working hours or attending work either under the influence of alcohol, or the Company's reasonable belief that alcohol can be detected from either an employee's breath or body.

Drug misuse refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents.

During working hours includes during breaks or on the way to work.

The Rules

The Company does not permit:

- drug or alcohol misuse during working hours;
- being under the influence of drugs or alcohol while at work;
- encouraging others to misuse alcohol or drugs.

Safeguards

The Company recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness;
- it will be recognised that relapses do occur;

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- this policy will be monitored and reviewed regularly to ensure that it continues to be appropriate and effective.

Confidentiality

If an employee [or worker] requests help from the Company prior to management being aware of poor performance, then any information regarding an employee's [or worker's] problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

Help

We can offer practical support to those experiencing problems, for example, we may be able to refer employees to an appropriate advisory service. The Company encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

Testing

The Company reserves the right to carry out random testing of employees. Employees may be asked by a Director to go to a medically qualified person to give a sample of blood or urine or may be required to undertake a breathalyser test in the office. Employees will not be given any prior warning that they have been selected for testing.

Employees must also comply with any alcohol or drug testing requirements instigated by our clients whilst working on client sites.

If the results of any test show that the employee was under the influence of alcohol or drugs whilst at work, the Company will inform the employee. The employee is then likely to be subject to disciplinary proceedings, which could include dismissal.

Refusal to provide a sample or submit to a breathalyser test constitutes gross misconduct.

Disciplinary action

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary procedure, subject to the letter and spirit of this policy, particularly where help is refused, and/or impaired performance continues.

Dismissal may result from disciplinary action.

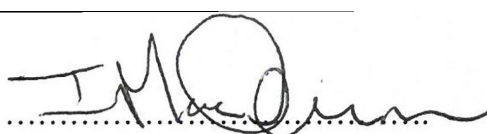
Possession of and dealing in illegal substances will be reported to the police and result in summary dismissal in all cases; there is no alternative to this procedure.

I have read and understood and agree to fully comply with this policy:

Signed:

Name:

Date:

Signed by A handwritten signature in black ink, appearing to read "I. MacLennan", written over a dotted line.

Date 24/07/23

On behalf of LSE Building Preservation Ltd (t/a MacLennan)