

# Alcohol and Drug Abuse Policy

This policy establishes the basic principles upon which the company ABFAD Limited will help and support all people with an alcohol and/or drug problem in our employment, and in the way in which we conduct our business.

## **Aims:**

Alcohol and Drug Abuse shall be discussed in Employment and is established as a part of our corporate policy, ensuring recruitment, selection, training, promotion, discipline, and dismissal are fair and comply with current legislation.

## **Responsibilities:**

Managing Directors and Managing Supervisors are responsible to ensure that ABFAD Limited procedures regarding personnel being under the influence of drink and/or drugs at work are adhered to and enforced where necessary to comply with current legislation and Safety at Work act 1974 and subsequent legislation.

Employees are expected to be aware of the effects of alcohol and drugs on their health. Data sheet shall be supplied to all employees as part of induction training.

Employees must comply to ABFAD Limited terms and conditions, which include not being under the influence of drink and/or drugs during work hours and to inform his/her supervisor if concern is noted of other employees.

As we work as a team each member must comply with these notes as potentially everyone may be at risk.

## **Special Circumstances:**

Exceptions may be made on special occasions; all employees will be notified by Managers of the exception and to whom and when it applies, however no exception shall apply when personnel are performing work tasks.

## **Serious Incidents**

Serious incidents are defined as Recordable Injuries, Notifiable Incidents or High Potential Occurrences. If one of the above incidents occur at work, then personnel shall be subject to a medical to determine levels of alcohol and or drugs to eliminate them from possible 'cause'.

## **Confidentiality:**

Any employee who feels that their alcohol and/or drugs is affecting their work can speak, in private, to their supervisor. ABFAD Limited work towards confidentiality of information and so any discussion between an employee and their supervisor will remain private and confidential and support will be available if necessary.

## **Help:**

Any employees who are aware that they have a problem because of their drinking and/or drug taking will receive help if they are prepared to accept it.

Any problem detected will be treated as a health problem and the individual will be encouraged to seek help from their GP or a specialised support group.

## **Information:**

ABFAD Directors recognise that personnel must understand the effects of alcohol and/or drug taking on Health & Safety and General information will be provided when requested.

## **Disciplinary Action:**

Each employee should be aware that excessive drinking and/or drug taking will affect their work and is a danger to themselves and others.

Therefore, if personnel are found under the influence of alcohol and/or drugs during working hours this will result in instant dismissal from ABFAD Limited.

## **Clients Rights:**

Clients have the right to perform random drug and alcohol testing and if personnel test positive they will be removed from site.

ABFAD Limited Board of Directors will be responsible for the formulation, development and implementation of the Alcohol and Drug Abuse Policy and ensure fair treatment of all employees.

MANAGING DIRECTOR: MR. C. S. HARITOU

Date: 10/11/2021

SIGNED:   Chartered Safety and Health Practitioner