

PROVIDING SUPPORT IN ORDER TO ACHIEVE



YOUR ACE PERSONNEL LTD - SOLUTION MANAGEMENT

DRUGS & ALCOHOL POLICY

The Health and Safety at Work Act etc 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees or visitors to the company premises, and anyone else who may be affected by the company's actions.

Your Ace Personnel Ltd are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who have or develop drug or alcohol related problems can have their performance at work impaired and as a result can present a danger to themselves and to others.

Aims of the Policy

This policy aims to:

- Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff
- Comply with all of the requirements imposed by Law
- Set out restrictions on the use of controlled and prescription drugs or alcohol at work
- Raise awareness of the dangers and penalties associated with the use of controlled drugs or alcohol
- Guarantee the right of all staff to work in an environment unaffected by controlled drugs or alcohol
- Provide support to staff whose lives are or who have been affected by the misuse of controlled drugs or alcohol
- Protect Employees from the dangers of controlled drug and alcohol abuse; and
- Support Employees with a drug or alcohol related problem.

Health and Safety – Alcohol

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case, the health of the individual employee will be affected and quite possibly the health and safety of those around them.

Symptoms of alcohol abuse may include:

- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of hygiene;
- Spasmodic work patterns and lower productivity; or
- Poor relations with others

Restrictions on Drinking Alcohol at Work

Section 4 (1) Road Traffic Act 1988 states -

A person who, when driving or attempting to drive a mechanically propelled vehicle on a road or other public place, is unfit to drive through drink or drugs is guilty of an offence.

It is Your Ace Personnel Ltds' Policy that when reporting for duty your breath alcohol level should not be in excess of 9 micrograms of alcohol in 100 millilitres of breath.

To comply with the above employees should restrict themselves to "light consumption" of alcohol during the 24 hours preceding such duties. "Light consumption" is likely to be less than 6-8 units of alcohol.

- Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.
- Alcohol must not be consumed in excess [or in sufficient quantities to impinge on the exercise of any individual's duties] when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
- Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to a member of FDS (Frontline Driver Solutions).
- Employees who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to FDS.
- Employees will be held to be contributory negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol.
- Local area restrictions may be more severe than those laid down by the company and in such a case the area restriction must be complied with.
- Alcoholic drinks must not be consumed by employees whilst at work note 2
- Alcoholic drinks must not be consumed by employees wearing uniform, when they are on company property or in public places. In this context "public places" includes employee transport.
- Alcoholic drinks, unsealed bottles, cans or other unsealed containers of alcoholic beverages may not be taken onto company premises at any time.

Health and Safety - Drugs

Controlled substances often possess side effects that could not only adversely affect employees health but also that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of drugs whether controlled or prescription, is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;

- Impairment of performance;
- Increase in short term sickness absence;
- Inability to concentrate.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to FDS but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

The Law

- Misuse of Drugs Act 1971 (as amended) states - it is an offence to supply, produce, offer to supply or produce, or permit use of controlled drugs. It is also an offence to aid or abet any of these offences.
- Section 2(1) of the Health and Safety at Work etc Act 1974 states - It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
- Section 3. (1) Health and Safety at Work etc Act 1974 states - It shall be the duty of every employer to conduct his General Duties (s2) undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.

Prohibition

- No non-prescription drugs are allowed to be consumed in or brought onto company premises, land or vehicles at any time by any person irrespective of their status in, or business with, the Company.
- The prohibition of non-prescription drugs extends to all activities carried out by staff whilst they are at work. These activities include but are not restricted to driving on Company business, when on call or standby duties or when on trips for Company business, training or social events.
- It is a criminal offence in the United Kingdom to import, export, manufacture, supply or possess "controlled drugs" as defined by the Misuse of Drugs Act 1971 (as amended). Similar, and in some cases, more restrictive legislation, exists in most other countries.
- If, as a result of the effects of drugs, an employee is incapable of discharging his duties or his ability to carry them out is impaired, or has been convicted in any jurisdiction for a drugs offence the employee will be liable to disciplinary action.
- Furthermore, the employee will also be liable to disciplinary action if involved in the import, export, manufacture, supply or possession of controlled drugs or if taking drugs, even if not convicted of a criminal offence. (e.g. found in unlawful possession of drugs when going through Customs but not prosecuted.)
- Employees operating out of the UK must act as if the United Kingdom drugs laws apply or where local drugs laws are more stringent, in accordance with those local laws.
- Narcotic substances can remain in the body for extended periods of time and have significant long term side effects. Therefore, for the purposes of this policy any employee taking, selling or otherwise involved with illicit drugs during their free time will be subject to disciplinary action.
- In all cases where there is an allegation of misuse of "controlled drugs", the charge is one of gross misconduct. The sanction, if the case is found, is dismissal.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

- In the event that an employee is diagnosed with a drug/alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All drug/alcohol related issues will be dealt with in a constructive and sympathetic manner.
- All requests for help or advice will be treated in the strictest confidence and all information gathered

as a result will be held in accordance with the Data Protection Act 1998.

- After receiving any appropriate medical reports the Company will provide support to any affected employees. Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative].
- In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company [will not make] [is under no obligation to make] provision for any further treatment and the employee in question [will] [may] face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to an alcohol related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.

Disciplinary Action

Employees who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

This policy has been approved & authorised on behalf of Your Ace Personnel Ltd by:

Name: Rachel Mulligan and Zoe Laing

Position: Directors

Date: May 1st 2017