



Drug and Alcohol Policy

This Policy adheres to the Legal Requirements and Guidance as set out within the Health and safety at Work Act 1974, the Transport and Works Act 1992, the Road Traffic Act 1971 and the Misuse of Drugs Act 1971.

JPP15-V2-Oct 17



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Purpose

- To support our responsibility for and commitment toward our team members to ensure a safe and healthy workplace
- To ensure that all team members here at JPJ Installations Limited have an environment that is free of drug and alcohol abuse.
- To outline the company's expectations and requirements for creating and maintaining a drug free environment, and for dealing with substance abuse in the workplace.
- To provide the opportunity for employees who may be suffering from substance abuse problems to gain help rather than provide a means by which the board can terminate their employment.
- To comply with the Health and safety at Work Act 1974, the Transport and Works Act 1992, the Road Traffic Act 1971 and the Misuse of Drugs Act 1971.

General Statement

JPJ Installations Limited, as a business, aims to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standard to health & safety for its employees, visitors and member for the general public.

JPJ Installations Limited has considered it appropriate to draw up an alcohol and drug policy and this it has done in consultation with internal advice (Safety, Health, Environmental & Quality Manager; Mr. S. Dunn).

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

The policy is intended to apply to all staff employed within JPJ Installations Limited.

Aims

The Workplace Drugs & Alcohol Policy aims to contribute to a safe, healthy and productive work environment by;

- Preventing drugs and alcohol problems through awareness raising
- Identifying problems at the earliest stage
- Offering support to those who have a problem

The policy has been developed in conjunction with our employees, their representatives and management and complies equally to all staff, including all levels of management. The organisation has set the following objectives;

Policy Statement

- (a) Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner. If JPJ Installations Limited believes that an employee is dependent on alcohol or drugs it may require that employee to attend an interview with their registered General Practitioner. The employee will then be required to provide JPJ Installations Limited with a report on the employee's condition and advice regarding treatment strategy and his/her suitability to fulfil his/her responsibilities to the company.
- (b) If it is shown that the working environment is contributing to a dependency problem, then JPJ Installations Limited will take all reasonable actions to ameliorate such problems.
- (c) It is hoped that any member of the JPJ Installations Limited team who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.
- (d) Someone whose dependency on drink or drugs has come to the attention of a Supervisor/Manager - possibly through difficulties at work - will, in the first place, be encouraged to discuss his/her dependency problems and also, if appropriate, be advised to seek medical assistance. The need for confidentiality will be respected.
- (e) An individual has the right to be accompanied/represented by his/her trade union representative or a colleague in discussions over alcohol or drug dependency.
- (f) If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger himself/herself or others, prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation the employee's alcohol or drug dependency will be taken into account, but it will not necessarily free the person concerned from the consequences of his/her conduct.

Random Drug & Alcohol testing

Terms

Drug & Alcohol abuse contributes to millions of pounds of lost productivity & thousands of workplace injuries every year.

Our Policy is to employ a work force free from all abuse or use of illegal drugs. This Company takes drug & alcohol abuse as a serious matter, and will not tolerate it. The Company absolutely prohibits the use of all non-prescribed drugs at the workplace or on Company business. It also discourages non-workplace drug & alcohol abuse. The sale, use or possession of drugs or alcohol while on the job or on Company property, will result in disciplinary action, up to and including, termination, and may have legal consequences.

Employee's are expected and required to report to work on time and in an appropriate mental & physical state for work. It is our intent & obligation to provide drug free, healthful and safe work environment.

JPJ Installations Ltd, reserves the right to demand a drug or alcohol test of any employee, based on reasonable suspicion. Reasonable suspicion includes, but it is not limited to, physical evidence of, involvement in an accident, or in substantial drop off in work performance. Failure to take a requested test, may lead to disciplinary action, including possible termination.

The Company also cautions against use of prescribed or over the counter medication, which may affect your workplace performance. You may be suspended or terminated if the Company concludes that you cannot perform your job properly or safely because of using over- the -counter or prescribed medication.

Please inform your Supervisor prior to working under the influence of prescribed or over-the-counter medication which may affect your performance.

Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company premises, while conducting Company business. A report of conviction must be made within 7 days of conviction.

JPJ Installations Ltd, will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug / alcohol dependency. Conscientious efforts to seek such help will not jeopardize any employee's job or be entered in any personal records. You may also be required to agree to random testing and a "one-strike" rule.

If you have a drug / alcohol problem, please ask for help!

Dated:

Employee:

Company:

Signature:

Signature:

Full Name:

Full name:

Responsibilities

1. Overall responsibility for implementation this policy is that of the Managing Director, John Clarke.
2. The Safety, Health & Environmental Manager, Steve Dunn, is responsible for the day-to-day implementation of this policy.
3. To ensure that the policy can be implemented, the following people have responsibilities in the following areas;

Drug testing operative – Steve Dunn (EHS Manager)

Awareness Training – Steve Dunn (EHS Manager)

Richard Mackenzie
(Managing Director)



1st Oct 16