



**MID UK Recycling Ltd
Drugs and Alcohol Procedure
HRP06**

Drugs and Alcohol Policy statement

Mid UK Recycling Limited has a duty to ensure that all employees are fit and capable of carrying out their work. It is recognised that individuals who attend work whilst under the influence of drugs or alcohol may have impaired judgement, along with reduced safety awareness and, therefore, pose an increased risk of harming themselves and others. This policy is designed to help protect workers from the dangers of drug and other substance misuse and to encourage those with a drug or alcohol problem to seek help.

It is Mid UK Recycling Limited Policy that no employees will work on company premises whilst under the influence of drugs or alcohol. It is also the Company policy that no contractors will be allowed on any of its sites or other workplaces whilst under the influence of drugs or alcohol.

All employees should present themselves fit for work. An employee whose fitness for work is believed to be compromised by the use of drugs or alcohol will be immediately removed from site and possible subjected to undergo a drugs and alcohol test.

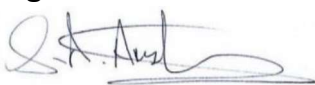
To support the policy the company will:

- Forbid the consumption, possession or sale of controlled drugs or alcohol in any office, site or workplace. Possession and / or sale of controlled drugs may be a criminal offence and will be reported to the appropriate authority.
- Provide training and documented advice and information to employees to minimise the problems arising from drugs and alcohol abuse and to draw attention to the harmful effects of such abuse on health and well-being.
- Require any employee taking prescription or over the counter medication that may impair performance or judgement to inform their manager and provide details of type and dosage.
- Ensure that any employee, who refuses, evades, or attempts to interfere with, a requested alcohol and / or drugs test will be dealt with under disciplinary procedures.
- Assist any employee who brings to our attention, prior to an accident or selection for a test, their dependency on alcohol or drugs and who are prepared to seek treatment and rehabilitation.
- Reserve the right to re-deploy into a suitable or alternative post, or, if no such post is available, to suspend on the basis of ill health, any employee undergoing rehabilitation treatment whose normal duties are safety related.
- Undertake 'for cause' testing of employees and searching of their belongings in any of the following circumstances:
 - Following an accident or incident, irrespective of who caused the accident or incident
 - Where an employee's behaviour gives grounds to suspect that they may be unfit for work through drugs or alcohol or both
- The company will impose a blood alcohol limit of 0.08%, and a controlled drugs limit of zero.

Any breach of these limits would trigger an investigation disciplinary action. The application of disciplinary actions will be consistent and in accordance with Company Policy and Procedures and will reflect the circumstances of the breach.

Employees are responsible for their own compliance with the policy and are expected to seek help if they have a dependence on alcohol or drugs. In addition, each employee has a responsibility towards their fellow employees and is required to advise their manager if they have any reason to suspect a colleague of attending work whilst under the influence of drugs or alcohol.

Signed:

A handwritten signature in black ink, appearing to read 'Sue Armstrong', written over a horizontal line.

Date: 18/05/2017

Sue Armstrong
HR / Health & safety Director

Drug and Alcohol policy

1. Introduction

Mid UK Recycling is committed to providing a safe, Healthy and productive working environment for all employees, Contractors, customers and visitors involved in our operation. This policy sets out the company's aims in reducing and managing alcohol and drug problems in the work place.

Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health, sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making.

2. Policy Aims & Objectives

Aim

To clearly state Mid UK Recycling's position on alcohol and drugs within the workplace.

Objectives

1. To ensure the company complies with appropriate legislation
2. To minimise the risks associated with alcohol and drugs in the workplace
3. To have clear rules regarding alcohol and drugs in the workplace
4. To provide employees with education on the adverse health effects of alcohol and drugs
5. To encourage the early identification of employees who may be experiencing alcohol or drug problems
6. To provide support for employees experiencing alcohol and drug problems
7. To provide training and support to Senior staff to ensure they are equipped to deal with any issues arising

3. Definitions

- **Alcohol problem** - An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.
- **Drugs** - Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane, etc. In the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.
- **Drug problem** - The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

4. Legal

- 4.1 **The Health and Safety at Work Act 1974** requires employers to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.
- 4.2 **The Management of Health and Safety at Work Regulations 1999** requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.
- 4.3 **The Misuse of Drugs Act (1971)** is the main legislation covering drugs and categorises them as classes A, B and C. These drugs are called controlled substances and class A drugs are considered to be the most harmful under this act. It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow dispensing, manufacturing, possession, using or selling on their premises.

5. Policy Rules

- 5.1 Mid UK Recycling requires all employees to report for work free from the effects of alcohol and drugs*. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work this includes paid and un-paid breaks.
- 5.2 Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.
- 5.3 In some cases the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instances employees should inform their line manager

* As per definition in section 3

6. Education

- 6.1 The company is committed to promoting healthy lifestyles to employees via the Education material from NHS Choices.
- 6.2 In House Support will be provided for managers to outline their responsibilities for enforcing this policy and additional support can be sought from the Human Resources Advisor. New managers will be made aware of their responsibilities in relation to this policy via the company induction programme.
- 6.3 This policy will be sent to all staff on launch and will thereafter be held on the staff intranet. New staff will be made aware of this policy at induction.

7 Implementing the Policy

7.1 Identification of a problem Alcohol and drug problems may become apparent through a number of means, for example the following (particularly in combination) may result in a problem being suspected:

- Persistent short term absence
- Unauthorised absence
- Poor time keeping
- Reduced work performance
- Poor working relationships
- Deterioration in appearance

However it must be remembered that these factors can have a number of other causes. Employees experiencing alcohol or drug problems may first become apparent to their colleagues. If a member of staff suspects an alcohol or drug problem in a colleague they should either:

- Encourage the person to seek help from support agencies:
<http://www.talktofrank.com/support-near-you> (drugs)
<http://www.nhs.uk/Livewell/alcohol/Pages/Alcoholsupport.aspx> (Alcohol)
- Report the matter to a manager (particularly if the person is involved in a safety critical job).

7.2 Misconduct

This policy is primarily concerned with ongoing alcohol and drugs problems which are classed as capability issues, i.e. where the problem impacts on the person's ability to do their job. One-off cases where the rules of this policy are breached, such as someone reporting for work clearly under the influence of alcohol or drugs or suffering from the effects of alcohol will be classed as a misconduct issue and will be dealt with under the normal disciplinary procedures as outlined in the company hand book.

Very serious incidents such as violence at work whilst under the influence of alcohol or drugs or dealing illegal drugs at work will be deemed Gross misconduct justifying summary dismissal.

In some instances of misconduct where the employee admits to having an alcohol or drug problem, disciplinary proceedings may be held in abeyance subject to successful outcome of treatment.

In instances of serious misconduct where the employee subsequently admits to having an alcohol or drug problem, the support route and the disciplinary route may be implemented in tandem.

7.3 Voluntary Referral for Support

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage.. Employees may or may not wish to inform their line manager in such instances.

7.4 Referral by Management

Employees suspected of having an alcohol or drug problem will be offered support by their manager. Where the problem has become apparent through deterioration in work performance, the employee will have to demonstrate satisfactory completion of a programme of support and an improvement in work performance or disciplinary action will be taken. Employees will be given the opportunity of attending treatment within work time. Alternatively if employees require to be absent from duty normal sick pay arrangements will apply.

7.5 Confidentiality

MID UK Recycling aims to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained by appropriate people, for example, human resources, SHE Manager and line manager. Information regarding individual cases will not be divulged to third parties unless the safety of the person concerned or others would be compromised by not doing so.

7.6 Equal Opportunities this policy will apply equally to all staff regardless of grade, experience or role within the company.

7.7 Relapse

Mid UK Recycling acknowledges that relapse is common with alcohol and drug problems. Employees will normally be supported through two relapses after treatment. Subsequent relapses will be reviewed on a case-by-case basis, taking into account the needs of the department affected and the business needs of the organisation. Employees should be aware that the disciplinary route might be followed after subsequent relapses.

7.8 Return to Work

Following treatment Mid UK Recycling will endeavour to ensure the employee returns to their existing job. If the employee is unable to fulfil those duties the company will consider alternative duties. Promotional prospects will be unaffected following treatment.

Related Documents

HRP07- Random Alcohol testing procedure

HRP08 – Random Drug testing Procedure (Urine)