



**Policy Ref Number: GFS-DA02**

**DETAILS:**

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## **Drugs & Alcohol Policy**

Griffin Fixing Solutions Ltd is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation.

### **1. Introduction**

Griffin Fixing Solutions considers the safety of its employees to be of paramount importance. Griffin Fixing Solutions therefore requires all employees to be able to properly perform their duties unimpaired by the effects of drinking alcohol or taking drugs.

Griffin Fixing Solutions aim is to significantly reduce alcohol and drug misuse in the workplace by increasing employees' awareness of its dangers.

Alcohol and drug misuse can lead to increased sickness and absenteeism, an increased risk of accidents, deterioration in the quantity and quality of work, and difficulties with working relationships.

### **2. Purpose**

The purpose of this Policy is:

To promote a culture in which alcohol and drug misuse is eliminated, thus ensuring the safe and efficient running of the business and reducing the risk to the health and safety of employees or third parties.

### 3. **Scope**

This Policy applies to all employees and contractors of Griffin Fixing Solutions without exception.

### 4. **Acceptable Limits**

#### 4.1 ***Alcohol***

We have set a zero limit for alcohol. i.e. a person smelling of alcohol or not being able to concentrate is taken as evidence to enforce disciplinary action.

#### 4.2 ***Drugs***

There is no acceptable limit for drug levels found in urine samples when caused by the presence of non prescribed controlled drugs.

The Misuse of Drugs Act 1971 makes it a criminal offence to possess, supply, and offer to supply or produce controlled drugs without authorisation. It is also an offence for employers to knowingly allow controlled drugs to be used, supplied, produced or kept on their premises.

### 5 **Medication**

Many medicines obtained with, or without, a prescription can affect performance at work.

Employees must tell their doctor or pharmacist the nature of their job before they take any medication and, as far as possible, try to find out whether there are any side effects that could affect their performance.

Employees must advise their supervisor or manager as soon as possible that they are taking medication which they are told by their doctor or pharmacist may affect their performance at work.

### 6 **Employee Assistance Programme**

If an employee thinks they have, or are developing, an alcohol or drug related problem they should inform their supervisor or Manager, at the earliest opportunity. Delta Bloc UK Ltd will, wherever possible, offer assistance with the rehabilitation of employees who are willing to face up to their problem and commit to appropriate treatment.

The rejection of treatment or failure to comply with conditions of treatment will be treated as a disciplinary offence, which could lead to dismissal.

Disclosure of an alcohol or drug related problem due to a manager being concerned with your ability to work in a safe manner as a result of either drugs or alcohol will not be acceptable and will be treated as a disciplinary offence, which could lead to dismissal.

The Company promises to maintain the strictest confidentiality when dealing with individuals, within the limits of what is practicable.

## 8. Responsibilities

All employees are responsible for ensuring adherence to the Policy and for reporting breaches of the Policy. Failure to comply with the conditions of this policy will be treated as a disciplinary offence, which could lead to dismissal.

Managing Director Signature

Sign:

Date: