

Rodger Builders Ltd

DRINK AND DRUG ABUSE POLICY AND PROCEDURE

1. POLICY

The Company recognises the potential dangers of alcohol, drug and solvent abuse, known as substance abuse, to both the individual and the Company.

The Company aims to prevent, where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage employees with problems.

The Company aims to prevent, where possible, will offer assistance such as counselling or leave of absence from work if required for treatment. There may be, however, some instances when this offer may not be appropriate and Managers must assess each case individually.

2. RULES

Employees must not use, possess, conceal, transport, promote, or sell prohibited substances whilst on Company premises, in Company vehicles, on client premises or at the work site.

Employees must not report for work under the influence of prohibited substances.

Employees must not consume alcohol in the office or on site except on approved occasions.

3. DEFINITIONS

'Under the influence' means that there is a sufficient amount of the substance in the employee's system to produce a positive result from a medical test or breathalyser unit and/or that the employee shows erratic abnormal behaviour likely to pose a risk to others or to interfere with their job performance.

Substance includes the use of illegal drugs, misuse of legal drugs or other substances such as solvents or alcohol.

Company premises means all property owned, operated, leased by or otherwise under the control, in whole or part of.

4. ESTABLISHING THE PROBLEM

Directors, Managers and Site Agents should be aware that the misuse of drugs, alcohol, or solvents by employees may come to light in various ways. The following characteristics, especially when arising in combinations, **may** indicate the presence of a substance problem.

- Absenteeism
 - Instances of unauthorised leave
 - Frequent Friday/Monday absences
 - Leaving work early
 - Lateness (especially on returning from lunch)
 - Excessive level of sickness absence
 - Strange and increasingly suspicious reasons for absence
 - Unusually high level of sickness for colds, flu, stomach upsets
 - Unscheduled short-term absences, with or without explanation
- High Accident Level
 - At work
 - Elsewhere, e.g. driving, at home
- Work Performance
 - Difficulty in concentration
 - Work requires increased effort
 - Individual tasks take more time
 - Problems with remembering instructions or own mistakes
- Mood Swings
 - Irritability
 - Depression
 - General confusion
- Misconduct
 - An employee's substance problem may come to light as a mitigating factor in a disciplinary interview. It may be treated as a mitigating factor for certain 'less serious' disciplinary offences, such as poor timekeeping to lateness, provided the person is prepared to undergo treatment.
- Self referral
 - In some instances, employees may come forward voluntarily and seek help themselves.

5. MANAGER'S RESPONSIBILITY

A Site Agent or Manager who suspects one of their employees of having a substance abuse problem must discuss the matter with the relevant Director.

Before approaching the employee with their concern. The Site Agent or Manager will then discuss the matter with the employee and try to establish

the cause of the problem (although it must be pointed out that individuals with a drugs or alcohol problem will often go to great lengths to conceal the situation).

The employee should be reminded or informed of the assistance the Company is prepared to give employees who are trying to overcome an alcohol or drugs problem and should be informed of outside agencies where help can be obtained.

The employee should be informed that the Company requires his or her performance to be improved to an acceptable standard and that failure to achieve this will result in dismissal. The Site Agent or Manager (having consulted with the (Director)) should agree with the employee what follow-up action is to be taken. Where it is established that alcohol or drugs is or could be the problem, an appointment should be arranged with a doctor of the Company's choice.

If the employee denies that either alcohol or drugs are the cause of the problem (whether believed or not), he or she should be treated as for any other disciplinary/capability problem, whichever is judged as appropriate by the Site Agent or Manager and Director.

However, if there are strong signs that the employee's unsatisfactory performance is drug or alcohol-related and he or she will not admit or acknowledge this, further encouragement should be given at all stages of the disciplinary/capability procedure to face up to the true underlying problem.

6. TREATMENT AND ASSISTANCE

Where employee acknowledge that they have a problem and are given help and treatment, this will be on the understanding that:

The Company will give employees, assessed as having a substance abuse problem, all reasonable time off in accordance with the Company's Absence Policy.

Every effort should be made to ensure that on completion of the recovery programme employees are able to return to the same or equivalent work.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee's recovery, the appropriate (Director) will review the full circumstances surrounding the case and agree a course of action to be taken. This may include the offer of suitable alternative employment, or the consideration of retirement on the grounds of ill health or dismissal. (Before a decision on dismissal is made, it should be discussed with the employee and an up-to-date medical opinion obtained).

7. RELAPSE

Where an employee, having received treatment, suffers a relapse, the Company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for a full recovery. At the Company's entire discretion, more treatment or rehabilitation time is likely to be required for a full recovery. At the Company's entire discretion, more treatment or rehabilitation time may be given in order to help the employee to recover fully.

8. RECOVERY UNLIKELY

If, after the employee has received treatment, recovery seems unlikely, the Company may be unable to wait for the employee any longer. In such cases, dismissal may result but in most cases a clear warning will be given to the employee beforehand and a full medical investigation will have been undertaken.

9. DRUG SCREENING PROGRAMME

Procedure

Employees may be required to submit to a test to check for the presence of drugs or alcohol under the following circumstance:

Following an accident or incident on Company or client premises, at a worksite or involving a Company vehicle;

Following the discovery of a prohibited substance on Company premises;

Where there is reason to suspect that the employee may be under the influence of a prohibited substance;

Where it is suspected there has been a breach of the policy, e.g. high individual accident experience, excessive absenteeism, observed erratic behaviour and/or deteriorating job performance

Refusal to take a drugs test

If the employee refuses to take a drugs test the employee will be subject to action under the Company's disciplinary procedure up to and including dismissal.

Release of the test result

It is a condition of employment that all employees agree to the release of the results of screening for prohibited substances as required.

Right of search

The Company reserves the right to search the person, his/her possessions and or immediate work area of any employee or third party personnel who work, visit or perform services on Company premises.

10. SERIOUS MISCONDUCT CAUSED BY ALCOHOL, DRUGS OR SOLVENTS

Intoxicated employees

If an employee is known to be, or is strongly suspected of being, intoxicated by alcohol, drugs or solvents during working hours, arrangement will be made for the employee to be escorted from the Company premises immediately. A doctor of the Company's choice may also be consulted on the incident. Disciplinary action will take place when the employee has had time to become sober.

Consumption of alcohol on the premises

Employees are expressly forbidden to consume alcohol when at work or to bring onto Company premises under any circumstances. Any breach of this rule will result in disciplinary action being taken which is likely to result in summary dismissal.

Drug abuse on the premises

Employees who take drugs, which have not been medically prescribed to them on medical grounds, will, in the absence of any mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be summarily dismissed, as will any employee believed to be buying or selling drugs, or unlawfully in possession of drugs.

11. EDUCATION AND TRAINING

The Company will provide training for appropriate staff in recognising the responding to the early stages of alcohol or drugs problems amongst employees. The Company will provide health educational initiatives to raise awareness of the policy and the risks associated.

William W Rodger
Director
16 January 2008