



Policy:	Drugs and Alcohol	Reference:	DASES0018
		Review Date:	03/2023

Purpose.

The purpose of this procedure is to ensure that everyone within the scope of this procedure does not report for work unfit, through being under the influence of alcohol or any drug, nor consume alcohol and any drug whilst at work that could impair safety at work. The company recognises its duty and obligations to take reasonable steps to ensure that employees are not under the influence of alcohol, drugs and or any other 'substance' which may pose a risk to their health and safety, or the health and safety of others, or damage property or the integrity and reputation of the company.

Scope.

This procedure applies to all employees of SES Engineering (Newark) Ltd, and any subcontractors that are working and representing SES Engineering (Newark) Ltd.

Definitions.

Alcohol To have a zero-alcohol level when starting work. No more than 7 units of alcohol should be consumed in the 24 hours prior to starting work and none in the preceding 8 hours.

Drugs There is no acceptable level of drugs in the workplace other than those prescribed medications by your doctor or pharmacist and which is known to management.

Maximum blood alcohol levels: 80 milligrams per 100 millilitres of blood (or equivalent) (Uk driving limit).

Procedure.

- All personnel must complete a medical questionnaire as part of the induction process when starting with the company. (Ref: NEMQ0073) Any employee who knowingly omits information may be subject to disciplinary action.
- Personnel must inform their immediate supervisor/manager if they are taking medication. Check with your doctor about any possible side effects from prescribed medication.
- Do not come to work under the influence of alcohol or drugs.
- Do not bring unlawful drugs or alcohol on to company premises/sites. Anyone found in possession will be subject to the company disciplinary procedure.
- Do not cover up or collude with a person whose behaviour and performance is/or could be affected by taking illicit or medical drugs and solvents.
- Do not abuse any substances that may be legally used in a workplace, e.g., glue and solvents.
- Do not drive a vehicle whilst under the influence of alcohol or drugs that could impair your performance or could contravene the limits prescribed under the Road Traffic Act.
- The use of illegal drugs is breaking the law and necessary action will be taken and police may be involved at the company's discretion.
- If required, SES Engineering (Newark) Ltd may request an employee to undergo testing for evidence of named drugs and/or alcohol in the following circumstances:
 - a) The company has reasonable belief that any individual is in possession of or has consumed alcohol and drugs.
 - b) Following a serious accident/incident.
 - c) A random screening process in support of this procedure could be introduced by management at any given time.

An analysis of any such test may be carried out by an independent company. Each employee will also be given the opportunity to have an independent test carried out by their own doctor or any other third party.

At any point in time whilst working on site for a main contractor, employees may be requested to undertake a drugs/alcohol test. We *EXPECT* all employees to cooperate with the customer. Results will be requested by SES Engineering (Newark) Ltd for our records.



The company will assist in the rehabilitation of employees who voluntarily seek help for drug, alcohol, or other substance abuse. Such employees must, however, seek assistance at the earliest opportunity.

In The Event of An Accident.

A third-party screening service will be informed, and an independent test arranged which will be put through laboratory testing conditions. This will be paid for by the employee unless the test provides a negative result for substance misuse. These test results will be considered as final and any action will be decided with regards disciplinary procedures following this, which may result in dismissal for gross misconduct.

Allegations of alcohol, drugs or substance abuse may come to be made through observation, i.e., the employees' breath is a clear indicator of alcohol consumption, speech is slurred, movement erratic or awkward etc. In such cases the employee will be interviewed by management authorised to take disciplinary action, and the matter dealt with appropriately.

If the employee is under inappropriate influence, however caused, then the employee will be invited to rest away from the workplace or sent home. In cases where the employee is sent home but is clearly incapable of making their own way home safely, then the manager will make necessary arrangements to get them home in a safe manner appropriate to the situation. The employee will subsequently be informed of any alleged misconduct and that they will be subject to disciplinary action.