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DRUGS AND ALCOHOL POLICY

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1. INTRODUCTION

Tunbridge Wells Roofing Ltd is committed to ensuring our Employees are aware of the Drugs and Alcohol Policy guidelines in relation to Employer, Employee and Customer Health and Safety.

The Drugs and Alcohol Policy will offer early detection, intervention and support mechanisms to facilitate a beneficial environment in the workplace.

Our aim is to maximise opportunities for continuous, ongoing service to customers from our employees.

2. WHAT IS DRUGS AND ALCOHOL POLICY

The overall aim is to have safe and healthy working communities in workplace environments, which both protect and promote health and safety and thereby sustain health, enhance productivity and strengthen business performance.

The aim has three objectives:-

a. To prevent drugs and alcohol problems affecting the workplace through awareness training

b. To identify problems at the earliest stage

c. To protect the health, safety and welfare of employees by offering support to those who have a problem

The Drugs and Alcohol Policy will have principles associated with employee participation and commitment from the top. They will encourage a caring, responsible and supportive work culture.

3. STATEMENT ON THE ABUSE OF DRUGS AND ALCOHOL

Drugs and alcohol pose risks to safety as well as to health and well-being. A policy is a formal statement of our intent to set out clearly the rules and procedures for dealing with issues relating to drugs, alcohol and other substances.

The scope of policy extends to alcohol, illicit drugs, and 'over the counter' or prescription medication which may be abused. Lists and guidelines of the effects of the above will be held by the Employer.

It is essential that Tunbridge Wells Roofing Ltd implement a policy to enable an environment geared to dealing with such problems.

The Policy aims will be:-

a. To prevent drugs and alcohol problems by raising awareness and providing guidance on the symptoms, effects on work and health and consequences of both drugs and alcohol

b. To seek to identify a problem at an early stage and thus minimise risks to the health and safety of the employees and potentially safeguard the health and safety of fellow employees and others

c. To recognise drugs and alcohol problems as medical conditions, which are potentially treatable and provide the means whereby those who have a problem can seek and be offered help in confidence

d. To provide competent assistance and support to employees with problems with the aim of re-integrating them back into work

4. BENEFITS OF A DRUGS AND ALCOHOL POLICY

Tunbridge Wells Roofing Ltd will effectively implement the policy to ensure:-

a. A greater awareness in workplaces of the effects a drugs and alcohol and consequently early recognition

b. A clear understanding within the workplace of the rules relating to drugs and alcohol

c. That the necessary structures and procedures are in place should a problem arise

d. That key staff have been trained to understand the issues involved and have the skills to deal with problems as they arise

e. A willingness amongst workers to acknowledge that they or a fellow colleague have a problem

5. RULES AND PROCEDURES OF THE DRUGS AND ALCOHOL POLICY

The policy applies to all staff without exception and it will ensure equity of application and of support.

The rules will be explicit, in particular to safety critical staff, and will demonstrate required and expected employee behaviour.

The rules cover:-

a. The consequences of disciplinary action when reporting to work while unfit due to drugs or alcohol

b. If help is refused and/or impaired performance continues, disciplinary action may result

c. The consequences of possessing and/or dealing in drugs or alcohol while at work

d. Outline that dismissal action may be taken eg. in cases of gross misconduct

Due consideration of all/any case circumstances will be applied before choosing any course of action.

Random saliva and breath tests may be conducted by the Employer at any time, covering pre-employment, unannounced testing, clinical assessments, for causational purpose after an accident or incident or as part of aftercare rehabilitation and follow-up testing.

6. COMMUNICATING THE POLICY

All new employees will be given a copy of the Drugs and Alcohol Policy on commencing employment.

Existing employees will have a copy of this policy as part of their Contract of Employment.

Copies of the policy will be freely available at our works **offices**.

7. MONITORING, REVIEWING AND EVALUATING THE POLICY

The Drugs and Alcohol Policy will be consistently and fairly considered on each occasion where it needs to be applied.

It will also be amended should the need arise in accordance with the laws governing Health and Safety in the workplace.

We will seek to implement a policy that corresponds with national standards at all times.

8. RESPONSIBILITY FOR THE POLICY

Employees

All employees have an individual responsibility to abide by and implement the policy and work towards the provision of service that meet the goals and objectives of the policy.

Responsible Director

It is the responsibility of Mr P Gilden to evaluate and verify this Policy