

**Tardis Environmental (UK) Ltd**  
**Alcohol, Drugs and Substances Misuse Policy**  
**Date: 11<sup>th</sup> June 2015**

## **Alcohol, Drugs and Substances Misuse Policy**

The Company has a duty to ensure, as far as is reasonably practicable, the health, safety and welfare of its employees as well as visitors to its premises.

The misuse of alcohol, drugs and substances can have serious consequences for employees, their work colleagues and families. This policy applies to all employees and outlines how we will deal with suspected alcohol, drug and substance misuse and wherever possible provide support to employees who declare a problem related to alcohol, drugs or substances.

For the purpose of this policy misuse is defined as the consumption of alcohol, drugs or substances, other than drugs prescribed as medication, to the extent that it effects an employee's work performance, behaviour, attendance, or the safety of themselves and work colleagues.

Misuse of alcohol, drugs and substances can have a number of adverse effects:

- Loss of productivity and poor performance
- Lateness and absenteeism
- Safety concerns
- Team morale and employee relations
- Bad behaviour or poor discipline
- Company image and customer relations

### **Our Rules**

- Employees must not be under the influence of alcohol, drugs or substances, other than drugs prescribed as medication, during working time or rest breaks.
- The use, possession or sale of controlled drugs during working time is prohibited.
- Employees are expected to behave responsibly with regard to the consumption of alcohol before work and during work breaks
- Employees representing their employer at business related events outside normal working hours are expected to behave responsibly with regard to the consumption of alcohol.

In addition employees who drive for work must:

- Never drive while under the influence of alcohol, drugs or substances.
- Be aware that they may still be over the limit, or affected by alcohol the morning after they have been drinking

- Be aware that prescription drugs or over-the counter medicines can affect driving and can cause sleepiness.
- Report drug and alcohol problems, including cautions, summonses or convictions for alcohol or drug-related offences to their manager.
- Co-operate with monitoring, reporting and investigation procedures.

### **Disciplinary Action**

Any suspected breach of these rules will be subject to investigation under the Company's Disciplinary Procedure. Serious breaches will be considered as gross misconduct and may lead to dismissal.

### **Prescribed Drugs**

Employees should continue to take drugs prescribed by their GP, or bought over the counter. Where it is reasonable to believe that such drugs may have an effect on their performance they should pass this information to their line manager.

### **Confidentiality**

The Company will respect the confidentiality and privacy of any employee affected by a problem related to alcohol, drugs or substances. No sensitive information will be shared without an employee's prior consent. The Company is also mindful of its duties under the Data Protection Act when processing and storing information of a sensitive nature.

### **Random / Unannounced Testing**

Random/Unannounced drug & alcohol testing will be carried out on a regular basis. Authorised unannounced testing could take place at any time at any location and any employee on a permanent contract with Tardis Environmental (UK) Ltd may be tested.

As with all drug & alcohol testing, individuals have to give their approval for the test to proceed. Failure to submit to a test could therefore result in disciplinary proceedings and in a finding that it is reasonable to believe that you were under the influence of alcohol or drugs. Refusal to submit to a test will be treated as a breach of the policy and acted on accordingly. Individuals will not be notified that testing will happen until immediately prior to the test.

Employees subject to random/unannounced testing will be tested using an instant onsite testing device. If this preliminary screening is negative, the sample will be disposed and the process terminated. If however, the result is non-negative the sample will be further analysed by the Synergy Health laboratory. The employee will not be permitted to resume work until the result is confirmed.