

Drug and Alcohol Policy

Authorised By: Wesley Seare Director

11.1 INTRODUCTION

It is not acceptable for any employee to misuse alcohol, drugs, solvents or other substances because of the health and safety risks to themselves and others and because their work performance may be impaired and they could have an adverse effect upon their colleagues and potentially damage the reputation of Talent Hire Group.

Talent Hire Group has responsibility for the health, safety and welfare of all its employees whilst they are at work and also a responsibility to ensure that it provides a safe environment for its customers and members of the public. In this respect, Talent Hire Group wishes to promote a climate which is free from substance abuse (drugs, alcohol, solvent or other substances).

Talent Hire Group actively encourages employees to seek help if they have a drug or alcohol dependency problem and requires employees to notify them of this fact. The ultimate goal of the Policy is to balance respect for an employee's individual privacy whilst maintaining a safe, secure and productive working environment free of substance misuse and abuse.

- (a) Ensure that Drivers adhere to a strict no drugs and alcohol policy and that they are aware that they may be subjected to random checks on site at any time by the;

11.2 Employee's Responsibilities

Under the Health and Safety at Work Act 1974 all employees have a duty of care not only for their own health and safety, but the health and safety of others who may be affected by their acts or omissions. There is duty on all employees to co-operate with their employer so far as is necessary to enable that duty or requirement to be performed or complied with. These responsibilities apply to all employees, agency workers, contractors and visitors.

Employees should familiarise themselves with this Policy and the disciplinary implications resulting from a breach of the Policy.

11.3 Policy Principles

11.3.1 Subject to clause 11.3.2 the possession, use or distribution of non-prescribed/illegal drugs and the consumption of alcohol on Company premises, customer premises, supplier's premises or while on Company business is strictly forbidden and will be considered by **Talent Hire Group** as an act of gross misconduct which may justify dismissal. Any employee who is found consuming alcohol or illegal substances or is found to be otherwise intoxicated or otherwise affected by a substance at work may face disciplinary action on the grounds of gross misconduct. For the purposes of this Policy, Company premises include all premises that **Talent Hire Group** occupy, is responsible

for and Company vehicles. The rules in this Policy apply to all occasions when an employee is on Company business including social events with customers and/or colleagues and/or suppliers and work related training events.

11.3.2 Notwithstanding 11.3.1, the consumption of alcohol in moderate and sensible amounts may be permitted at Company social events and certain work related functions. Employees will be expected to conduct themselves in an appropriate manner.

11.3.3 Under no circumstances will supplying drugs and solvents to others on our premises be tolerated; such an offence constitutes gross misconduct justifying dismissal and any suspicion of illegal activity will be reported immediately to the Police.

11.3.4 Talent Hire Group forbids employees to bring on to or consume alcohol on any of Company premises, customer premises, supplier's premises or while on Company business without specific authorisation from an appropriate Manager.

11.3.5 Employees must take care not to present themselves on Company premises, customer premises, supplier's premises or while on Company business whilst impaired due to illegal, prescribed or over the counter medicines or alcohol. If on any occasion an employee is or appears to be intoxicated at work, **Talent Hire Group** will suspend the employee from their duties, arrange for the employee to leave the premises and, if necessary, be accompanied home. The employee will be informed of the time and date of a subsequent interview that they will be required to attend in accordance with the Disciplinary Procedure.

11.3.6 Where an employee has concerns about the conduct or behaviour of a fellow employee and there is suspicion that this is due to alcohol, drugs, substance abuse or misuse they can raise their concerns in total confidence, providing any supporting evidence to an appropriate Manager.

11.4 Medical Examination

If **Talent Hire Group** suspects there has been a breach of the prohibition on substances, or the employee's work performance or conduct has been impaired through substance or alcohol abuse, **Talent Hire Group** reserves the right to ask the employee to consent to a medical examination conducted by an independent medical practitioner to determine the cause of the problem and to advise **Talent Hire Group** regarding the best way to manage the problem.

If an employee refuses to undergo a medical examination in such circumstances their refusal may be considered to constitute misconduct in accordance with **Talent Hire Group's** Disciplinary Procedure. If, having undergone a medical examination, it is confirmed that an employee has been positively tested for a controlled drug or alcohol, or they admit there is a problem, **Talent Hire Group's** reserves the right to suspend them to allow **Talent Hire Group's** to decide whether to deal with the matter under the terms of **Talent Hire Group's** Disciplinary Procedure or to require the employee to undergo treatment and rehabilitation.

11.5 Searches

Talent Hire Group's reserves the right to search employees including their clothing, bags, lockers, desk or any of their property held on Company premises at any time if there are reasonable grounds to believe that the prohibition on substances and alcohol is being or has been infringed.

11.6 Alcohol Dependency and Substance Abuse

Alcohol dependency or 'problem' drinking is defined as "Any drinking either intermittent or continual, which interferes to a material extent or repeatedly interferes with a person's health, social functioning and/or work capacity or conduct".

Substance abuse or drug dependency is defined as "Any misuse of substances either intermittent or continual, which interferes to a material extent or repeatedly interferes with a person's health, social functioning and/or work capacity or conduct".

11.7 Referral and Treatment

Talent Hire Group's encourages its employees to feel that they can admit to problems. Any employee may request assistance from any member of staff if they consider that they require it. Employees who do come forward will be treated with sensitivity and dignity and **Talent Hire Group's**

will encourage employees to seek treatment and professional help where internal counselling is insufficient alone.

Any employee concerned about another member of staff is encouraged to share their concerns with their Manager so that they may take appropriate and supportive action.

Any absence due to treatment will be regarded as sickness absence and recorded accordingly. **Talent Hire Group** reserves the right to request that any employee consent to a medical examination by a Company appointed independent medical practitioner in order to seek professional guidance on the employee's dependency and its impact on their ability to perform their duties during the course of their employment. Where medical advice suggests an employee should not return to work, **Talent Hire Group** will advise the employee to seek further treatment. All reasonable efforts will be made to rehabilitate and re-integrate an employee who has been absent for treatment and to accommodate the employee's needs. It may be necessary to implement a change of duties or agree a period of time over which the employee can demonstrate improvement.

If an employee is uncooperative or upon returning to work should there be any recurrence of the original problem or if an employee's performance is impaired and they can no longer perform at the required level, they may be subject to disciplinary action under **Talent Hire Group's** Disciplinary Procedure.

11.8 Alcohol and drugs at work functions or training

Whilst **Talent Hire Group** does not wish to prevent its staff from enjoying themselves employees should remember that their conduct at work-related functions, training, social or otherwise or in certain circumstances, outside of their employment may affect **Talent Hire Group's** reputation or image and may result in legal action against **Talent Hire Group's**. Where an employee's behaviour is detrimental or could be detrimental to **Talent Hire Group's** interests disciplinary action may be taken under the Disciplinary Procedure.

Employees are not permitted to take any illegal substance whilst at a work-related function or training and if there is a reasonable belief that an employee has done so, action may be taken under **Talent Hire Group's** Disciplinary Procedure up to and including dismissal.

11.9 Prescription Medicines

If an employee is prescribed drugs by their doctor, or take legal medication (purchased over the counter in any pharmacy or retail outlet) which may affect their ability to perform their work or which carry any warning regarding the use of machinery, forklift trucks and driving they should immediately discuss this with their Manager. Any information divulged concerning prescription drugs or over the counter medication will be kept confidential.