

Prepared By:	Derek Heddle	Review Date:	01/06/21
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Heddle Construction Ltd recognises the need to take measures to address the issue of alcohol and drugs in the workplace. This Policy has been developed to protect the health and safety of workers and to comply with relevant legislation. e.g. Health and Safety at Work etc. Act 1974 and Misuse of Drugs Act 1971.

Obligations of Employees

Employees are required to be aware of and comply with this Policy to ensure that their performance or ability to carry out their activities at work safely and competently is not impaired in any way. All employees should observe the following and note that failure to do so may result in disciplinary action being taken. All employees engaged in normal work activity or on scheduled/agreed duty cover either at home or elsewhere are subject to the Policy in full for the duration of the periods of duty.

The limit for alcohol set by this Policy is in line with the Scottish Government's legal drink/drive limit.

In the case of drugs, consumption, possession or sale of illegal drugs is prohibited, and the Company take a zero-tolerance approach. Possession and sale are also criminal offences under the Misuse of Drugs Act 1971.

Specifically this means:-

- a) Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way.
- b) Consumption of alcohol or drugs during working hours or at any time on Company premises is prohibited.
- c) Driving any vehicle on behalf of Heddle Construction Ltd in any capacity or at any location.
- d) Prescribed and over the counter medications are also covered by this Policy as they may cause side effects that have potential safety implications. On the advice of the medical practitioner, the employee must notify the Company about any possible impact on his/her health and safety relating to their duties at work.
- e) Employees should be aware of the conditions and side effects notified and seek out alternatives that do not impair performance through drowsiness or other symptoms.
- f) Any visitor who is attending the Company's premises or site for business reasons shall be required to comply with this Policy and should be asked to leave the premises or site if they are acting in a manner likely to cause a breach of this Policy.

Screening

To assist in the implementation of this Policy, a "with cause" screening may be carried out to test for the presence of unauthorised substances.

Screening is not intended to discriminate against any individual.

Failure to comply with any aspect of the screening procedure, without good cause, will be viewed seriously and will be dealt with under the Company's disciplinary procedure.

"With cause" screening leading to a positive result will result in an investigatory interview and the breach of the Alcohol and Drugs Policy may be treated as a disciplinary matter.

Misconduct Relating to Alcohol and Drugs

Misconduct related to consumption of alcohol or drugs is normally dealt with under the Company's Disciplinary procedure and acts of gross misconduct may result in dismissal unless the circumstances in which the misconduct is committed are considered to justify a reduced penalty.

In these circumstances, if the employee is thought to be unfit for work, he or she may be suspended from their duties whilst any investigations take place, to minimise danger to himself or herself, other employees and customers.

Signed



Director