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**Servicing -**

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Reg. No. 1731033

## ALCOHOL AND DRUGS

No alcohol is permitted to be consumed during working hours whether on or off Company premises. It is also forbidden for staff to drink any alcoholic drinks during any meal breaks or rest breaks or whilst waiting to come on duty. An exception may be made for staff who are entertaining clients/suppliers but alcohol drunk must be in moderation, i.e. below the legal drink/drive limit.

It is strictly forbidden for any member of staff to bring any alcohol on to Company premises at any time or to carry any alcohol in any Company vehicle or on their person whilst on Company business or during working hours.

It is regarded as gross misconduct to be under the influence of alcohol or drugs during working hours.

Any entertaining on or off Company premises must be conducted sensibly and whilst you may offer alcohol to your guests you will be required to drink moderately. There may be alcoholic drinks at Company social functions which are held during or after business hours, but anyone who is driving a car, whether a company car or private car, is expected to drink non-alcoholic drinks and must certainly keep well within the legal limits.

Any act of random, excessive drunkenness may be regarded as gross misconduct for which summary dismissal may be the penalty.

Anyone who is considered by their supervisor to be unfit for work due to alcohol or drugs will be required to return home by public transport/taxi at their own cost and will not receive payment for that day. They may then be subject to a disciplinary investigation.

It is a criminal offence to use, possess or deal in any controlled substances and anyone caught on Company premises involved in any of those activities will normally be dismissed for gross misconduct. The Company reserves the right to call in the Police in any case it deems necessary.

Anyone convicted outside work of an offence in connection with controlled substances will not automatically be dismissed. Matters such as the nature of the conviction and the sentence, whether the conviction affects the employee's ability to do the job, the effect on the Company's image and reputation will be taken into account.

At the office Christmas party or any other social event which may well be held on Company premises you are expected to conduct yourself sensibly. You will be representing the Company and whilst everyone will want to enjoy themselves and have a good time, you should consider limiting the amount of alcohol which you drink, particularly if you know that a small amount has an adverse effect on you or if you are driving home afterwards. It is expected that you will either make arrangements to be driven home (in which case your driver should abstain from alcohol) or use public transport to return home.

It should be noted that a social event organised and controlled by the company, is classed as an extension of the workplace. Any person who becomes violent or breaches the code of normal social conduct will be refused entry or required to leave the party. Disciplinary action may be taken against anyone whom management believes has breached the code of normal social conduct.

Where it is found that an employee's health, attendance or work performance is affected either by an alcohol or drug related problem this will be dealt with under our procedure for managing performance.

Employees also have a duty under this policy to advise management if they suspect that a colleague is working under the influence of alcohol or drugs. In such circumstances the Company will deal with the matter in strictest confidence.

Prescribed drugs and over-the-counter medications are not exempt from the policy. Employees have a duty to advise their medical practitioner or pharmacist of the nature of their work and seek advice on the possible side effects of the medication. The employee has a duty to inform the management of any such medication, which may affect their ability in performing their normal work operations.

The Company reserves the right to carry out random/due cause alcohol/substance testing at any time during the period of employment.