

Alcohol & Drugs Policy

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.



Call: 0845 296 8854
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Allied Access is the trading name of:
Allied Scaffolding Ltd; Registered in England no. 01731033
Allied Hoists Ltd; Registered in England no. 10204501
Allied Mast Climbers Ltd; Registered in England no. 10442740

Registered Office:
Eden Works, Littlebank Street, Oldham, Greater Manchester, OL4 1JA
Unit 4b Red Scar Industrial Estate, Longridge Road, Preston PR2 5NA
Gryphon Park, Watling Street, Cannock WS11 1SD
528a Fleet Lane, St Helens, Merseyside WA9 2NB

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.

Alcohol and drug testing

On the grounds of protecting health and safety and where we are satisfied that the benefits to the Company of testing justify any adverse impact on employees, i.e. it is a proportionate and necessary means of achieving a legitimate business aim, the Company reserves the right to carry out random alcohol and drug screening tests on those employees in the workplace whose activities and job duties have a significant impact on the health and safety of others, including, but not limited to, those whose job duties involve driving and who operate machinery. The Company will keep a record of all tests conducted, including the date and results of each test and the identity of the employee. This information will be stored confidentially and in compliance with data protection requirements. It will be reviewed on a regular basis by a Director to ensure that tests are being carried out fairly and genuinely randomly and that they are not being used in a discriminatory manner against an employee.

An employee may also be tested for alcohol and drugs in any case where they have been involved in or have wholly or partly caused a workplace accident, or where they have otherwise been involved in an incident that caused a danger or potential danger to health and safety. The employee will be told if this is the criterion used for testing.

Alcohol and drug testing will be carried out only by suitably competent and qualified person. Employees will be told what drugs they are being tested for and measures will be put in place to ensure the confidentiality of test results and that employees' privacy and dignity is respected. Checks will be carried out to avoid any false or incorrect results. Employees will be informed of their test result.

If an employee receives a positive test result, and depending on the circumstances of the case, this will be viewed as a gross misconduct offence and renders the employee liable to summary dismissal in accordance with the Company's disciplinary procedure.

Unreasonable refusal to submit to an alcohol or drug screening test will also be dealt with through the disciplinary procedure.

General

All employees are encouraged not to cover up for colleagues with a drink or drug problem but rather to recognise that collusion represents a false sense of loyalty and will in the longer-term damage those colleagues.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for help. They should speak in confidence with their line manager.

In accordance with good health, safety and wellbeing of employees, where medication is prescribed, or where over the counter medications have been purchased, that may result in side effects for the employee, that employee has a duty to report to their line manager.



John Bracken
Chairman

Latest Review:
Next Review Date:

April 2022
April 2023



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