
Insuletics Limited

Drugs & Alcohol Policy

HR Policy
Appendix
Issue
Date

1
6
2
November 2014

Approved by: Ian Coates

DRUG/ALCOHOL POLICY AND PROCEDURE

POLICY

1 Introduction

- 1.1 The Company aims to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standard of health and safety for its employees, visitors and members of the public.
- 1.2 The company recognises that abuse of alcohol and drugs can impair an employee's health and their ability to perform their work. The Company further recognises that some individuals become addicted to alcohol and drugs and that the addiction can be overcome by appropriate treatment with the co-operation of the individual.
- 1.3 The introduction of a workplace substance abuse policy is a recommended means of helping employers fulfil their duty of care towards their employees and ensuring their health, safety and welfare at work in a risk free environment.

2 Aims and Scope of the Policy

- 2.1 The Workplace Drugs and Alcohol Policy aims to contribute to a safe, healthy and productive work environment by:
 - Increasing knowledge and awareness of alcohol and drugs misuse
 - Identifying problems at the earliest stage
 - Improve the general health and welfare of its workers
 - Decrease absence levels and incident risk arising from alcohol and drug misuse
 - Create a climate within the organisation where management and employees can work together to deal with problems which may arise.
- 2.2 This policy applies to all employees, regardless of age, length of service or seniority.

3 Responsibilities

- 3.1 The Managing Director is responsible for:
 - Promoting and introducing the policy at company level
 - Communicating the policy to employees, contractors, agency workers and visitors.
 - Training managers to recognise and deal with incidents which may be related to alcohol and drug misuse

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- Providing procedures where employees can seek confidential help on drug and alcohol problems
- Providing procedures to be adopted in the event of a positive drugs test result. Liaising with occupational health advisor on testing and medical assessment.

3.2 *Managers* are responsible for:

- Familiarising themselves with the policy
- Ensuring workers understand the policy and their responsibilities
- Being alert to changes in employees work performance, attendance, sickness and accident patterns
- Taking a balanced approach and respect confidentiality when counselling or interviewing employees about drug and alcohol related problems
- Being aware of characteristics of someone suffering from an alcohol or drug related problem such as improbable reasons for absence, lateness and persistent absence, alternate periods of high and low productivity, missed deadlines, complaints about performance; unusual irritability or aggression; extreme sensitivity towards criticism; complaints from colleagues regarding behaviour; jobs taking an unreasonable amount of time to complete; difficulty in recalling instructions or a tendency to become confused; flushed face; headaches; and smell of alcohol or solvents from an employee

3.3 *Employees* are responsible for:

- Familiarising themselves with the policy and complying with policy rules
- Seeking help if they have an alcohol or drugs problem
- Behaving responsibly in the consumption of alcohol outside working time in that work performance is not affected.
- Complying with the law on the use of controlled drugs
- Notifying the company/manager if they are on medication that is affecting their performance and/or jeopardising safety on the job. Employees should urge colleagues to seek help if they have problems arising from use of abuse of drugs or alcohol. They should also avoid covering up or colluding with colleagues whose behaviour/performance at work is affected by the taking of illicit or medical drugs or alcohol.

3.4 The Company's Occupational Health Adviser ([NAME OF ADVISER](#)) will:

- Maintain links with the testing laboratory and other agencies who can assist in promoting awareness of the detrimental effects of drugs and alcohol
- Keep up to date with development in drug and alcohol testing and will maintain awareness of best practice elsewhere in industry

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4 Definitions

- 4.1 Drugs and alcohol problems in the context of this policy are defined as those which incorporate a variety of behaviours which may be problematic to the individual, other employees and the company.
- 4.2 Controlled drugs are those which are controlled under the Misuse of Drugs Act (1971).

5 The Rules

- 5.1 All employees are expected to have a responsible approach to the use of alcohol outside working hours. Attending the workplace whilst in possession of, or under the influence of drugs or alcohol constitutes gross misconduct and could lead to dismissal under the Company's Disciplinary Procedure.

Alcohol is permitted on Company premises where this has been authorised for Company functions or gifts, which happens infrequently.

- 5.2 Certain prescription drugs and over-the-counter preparations can also affect performance and can create a safety risk. Therefore employees are requested to report to their Line Manager if they start taking medicines which have the potential to affect work performance and thereby put their own safety or that of other employees or the public in general at risk.

6 Procedures

- 6.1 These problems in the context of this policy are defined as those which interfere with an employee's work performance in the areas of efficiency, productivity, safety or attendance at work.
- 6.2 When it becomes evident that an employee has a problem affecting conduct at work or work performance, that employee will be asked to discuss the matter with the Managing Director. The employee concerned will have the right to be accompanied by a trade union representative or work colleague.
- 6.3 When discussing these problems with employees the desire of the Company to assist the employee will at all times be considered. As a result of this discussion, the Managing Director will offer the employee the opportunity to seek an outside assessment of the problem and, if necessary, treatment from an appropriate agency. The Managing Director will make clear to the employee that during any period of treatment all benefits and rights laid down in the contract of employment will be safe-guarded. Absence for treatment and or rehabilitation will be regarded as normal sickness and the normal conditions during periods of absence will apply. When the employee is judged fit to resume working it will normally be in that person's original post. If for some reason this is not possible, every effort will be made to find that employee suitable

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alternative employment in the company. Should the employee not be satisfied with the arrangements being offered, the matter will be referred to the Grievance Procedure.

- 6.4 The procedure established by this agreement for assisting an employee with such problems is quite distinct from the Disciplinary Procedure. An employee with an identified problem, which affects conduct at work or which prevents the achievement of a satisfactory level of work performance and who refuses the opportunity to receive help, may have the matter referred to the Disciplinary Procedure. Equally, if an employee denies the existence of a problem or discontinues a course of treatment and then reverts to the previous unsatisfactory levels of conduct or performance, the employee may have the matter referred to the Disciplinary Procedure.
- 6.5 An employee who accepts the opportunity to receive help, but whose conduct or work performance afterwards reverts to the problem level will have the new situation considered on its merits. If appropriate, a further opportunity to accept and co-operate with help and treatment will be offered.
- 6.6 The application of this Policy is limited to those problems which affect the health, safety and/or work performance or conduct of the employee.

7 Testing

- 7.1 The Company can carry out pre-employment, unannounced and 'for-cause' testing for alcohol and drugs.

Pre-employment testing: usually carried out as part of a pre-employment medical examination. Those candidates who test positive for alcohol or drugs may not be appointed.

Unannounced testing: up to 5% of employees may be tested during the year. There will be a random element to the selection of individuals for testing, which can take place by the unannounced checking of groups or individuals.

For-Cause testing: can be carried out either after an accident or incident, or if there are reasonable grounds to suspect that an individual may be under the influence of alcohol or abusing drugs.

- 7.2 Testing can be carried out on breath (alcohol only), urine or oral fluid (saliva). The samples of urine or saliva are collected and tested for an agreed range of drugs. The particular range of drugs to be tested is based on advice from the company occupational health advisor or on other expert opinion. This advice also extends to the interpretation of breath or urine alcohol concentrations (80mg of alcohol per 100ml of blood or 107mg of alcohol per 100ml of urine.)
- 7.3 Samples of urine or saliva can be tested on-site using presumptive screening techniques. Suspected positive samples (or samples which have not undergone presumptive testing) are

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subjected to laboratory testing. Transportation to an independent laboratory is carried out using a 'chain-of-custody' system ensuring the integrity of the samples. A sample which is found to be positive is held within the laboratory for at least 1 year. The second sample (which remains unopened in the laboratory) can be made available to another laboratory if the donor wishes to have the analysis rechecked.

- 7.4 Positive results are provided to the company by the Medical Review Officer who will be able to provide a supplementary medical assessment of the employee in question if required.

8 Confidentiality

- 8.1 All discussions with an employee in connection with this policy will be strictly confidential. This will equally be the case with any counselling or other treatment undertaken by the employee.

While appropriate personnel records will be kept, it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee. An employee's written consent will be obtained before the Company seeks a report.

9 Disciplinary Rules

- 9.1 Employees in breach of this policy will be treated under the Company's Disciplinary Procedure, HR Policy 1 – Appendix 2.

- 9.2 An employee must not:

- Report for work having consumed alcohol or taken drugs which may impair performance.
- Be in possession of alcohol or drugs on Company premises or on duty. (See section 5)
- Consume alcohol or abuse drugs while at work
- Refuse to allow themselves to be tested for alcohol or drugs (see section 7)

- 9.3 Contravention of any of these rules will be considered Gross Misconduct and will be dealt with under the Disciplinary Procedure, as detailed above.

- 9.4 Contractors or their employees found in non-compliance of this policy shall be deemed to be in breach of contract and offenders may be permanently barred from working within Company premises.

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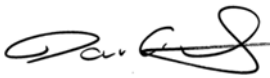
10 Education

The Company will ensure that this policy is explained to all employees particularly those with management or supervisory responsibility and all employees will be given access to a copy of the Insuletics Ltd Drugs & Alcohol Policy. HR Policy 1 - Appendix 6.

Date: 3 November 2014

Signed:

Ian Coates



Managing Director