

ALCOHOL & DRUGS POLICY STATEMENT

A revised policy regarding alcohol and drugs has been agreed between the Company and the GMB Union.

The Company's policy is that the working environment should be free from the influence of drugs and alcohol. This will help to ensure the health and safety of its employees and others with whom they come into contact, to maintain the efficient and effective operation of the business and to ensure our customers receive from us the quality service they require thus enhancing our image of a responsible employer.

The basis of this policy is to specify the rules on alcohol and drugs at work, the procedure for screening and confirmation testing for alcohol and drugs, the use of disciplinary action where required and the help that is available.

No employee or contractor shall:

- Report or try to report for work when they are unfit due to alcohol, drugs or substance abuse.
- Be in possession of alcohol (other than that purchased for home consumption) or illegal drugs or substances in the work place.
- Consume alcohol or illegal drugs or abuse any substance whilst at work.

With regard to alcohol at award or retirement presentations, senior management may give authorisation, but with restrictions, on those employees returning to work. The exceptions do not excuse drinking to excess or so as to create a safety risk.

Contravention of these rules is a very serious matter and the Company will take disciplinary action, which may result in dismissal. With regard to the possession or dealing with illegal drugs on the Company premises, without exception any such infringement will be reported to the police.

The Company will endeavour to ensure advice and specialist help is sourced and made available to an employee who feels they have a problem with alcohol or drug misuse(s) and informs the Company of their concerns and seeks assistance in this matter. The employee will have the Company's complete assurance of confidentiality.

Copies of the full policy can be viewed by contacting your supervisor, shop steward or the human resources manager.

16/02/2015

ALCOHOL AND DRUGS POLICY

This policy has been drawn up after consultations between the Company, the GMB Union Representatives and the Company's medical adviser.

It has the full support of the Company's senior management and all those consulted. The policy is intended as guidance for management and employees.

1. THE PURPOSE OF THE POLICY

Research has shown that there is a clear link between misuse of alcohol and drugs and reduced safety and efficiency. It is widely accepted that alcohol, drugs and substance misuse has an adverse effect on an individual's awareness, concentration and ability to make sound judgements. The purpose of this policy therefore is:

- To ensure that the employee's use of drugs and alcohol does not affect the health and safety of the individuals themselves, their fellow workers or others who may be affected by their acts or omissions at work.
- To ensure that the employee's use of drugs or alcohol does not affect the efficient and effective operation of the Company's business, quality of product and everyone's employment.
- To set out the Company's rules on alcohol, drugs and substance abuse.
- To provide a procedure whereby employees who have a problem with drug, alcohol or substance abuse can seek and be offered help in confidence.
- To provide guidance on the effects of drugs and alcohol and the symptoms of drug and alcohol misuse and substance abuse.

2. APPLICATION

The Company's policy applies equally to all its employees and to everyone working at its premises, or customer premises, travelling on Company business and including contractors and visitors.

3. COMPANY RULES ON ALCOHOL AND DRUGS AT WORK

The Company's policy is that the working environment should be free from the influence of drugs or alcohol. This will help to ensure the health and safety of its employees and others with whom they come into contact, to maintain the efficient and effective operation of the business and to ensure our customers receive from us the quality service they require thus enhancing our image of a responsible employer.

No employee or contractor shall:

- Report or try to report for work when, in the reasonable opinion of management, they are unfit due to alcohol or drugs (whether legal or not) or to substance abuse. This will be subject to confirmation following screening as outlined in Appendix 'A'.
- Be in possession of alcohol (other than that purchased for home consumption, or for a management authorised and controlled function).
- Be in possession of illegal drugs in the workplace.
- Consume alcohol or illegal drugs or abuse any substance whilst at work, subject to the following:

Employees may consume alcohol at a Company function such as long service awards and retirement presentations where such consumption has been authorised by senior management. Such functions will be arranged at times so that employees who attend do not have to return to work having recently consumed alcohol. Those employees who have to return to work must not consume alcohol, (if the effect is liable to exceed the Company set level), which is the limits prescribed in The Road Traffic Act 1988** (as amended).

These exceptions to the normal rule do not excuse drinking to excess or as to create a safety risk.

NOTE:

Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

Contravention of these rules is a very serious matter and the Company will take disciplinary action, which may well result in dismissal, in the event of infringement. In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the police.

4. DISCIPLINARY ACTION

Where an employee contravenes the Company's rules and has been subject to the procedure outlined in Appendix 'A', that contravention will be dealt with as an "act of gross misconduct", (as described in the Company's agreed disciplinary procedure), and therefore face the likely termination of employment.

5. HELP AVAILABLE

In the event of an employee who feels they have a problem with alcohol or drug misuse, the disclosure of which to the Company is made prior to any screening or confirmation testing being conducted, the Company will endeavour to assist in ensuring that advice and specialist help is sourced for the employee. Any ongoing costs associated in arranging or subsequently undergoing treatment will be borne by the individual. Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Early identification and treatment is essential if problems for the employee and for the Company are to be avoided. Employees who feel they have a problem are encouraged to come forward and seek assistance.

Employees who wish to seek help and advice should contact the human resources manager who will in the first instance arrange for the employee to have a meeting with the Company doctor/occupational health provider at which the options available to the employee will be explained and a course of treatment or rehabilitation agreed, this will include a risk assessment for the continuation or possible return to work, this may not necessarily be in the same role or attract the same remuneration/benefits.

Employees who decline to undergo appropriate treatment, or who discontinue treatment before its satisfactory completion, will be subject to the agreed disciplinary procedure.

During any period of absence from work for agreed treatment, and the absence is covered by the required self-certification or doctor's notes, the Company's normal sick pay arrangements will apply and the absence for treatment will be treated as normal sickness.

In the event that an agreed or recommended course of treatment is not followed by the employee or is ineffective, lapses in the employee's performance, conduct or attendance will be dealt with in accordance with the Company's normal disciplinary or sickness absence procedures as appropriate.

Employees who are concerned that a colleague is exhibiting symptoms of an alcohol or drugs related problem should notify their manager, supervisor or human resources manager. Their comments will be handled in a confidential manner. Employees making false accusations in bad faith will be subject to appropriate disciplinary action, which could be dismissal.

6. ACTION BY MANAGERS AND SUPERVISORS

Managers and supervisors should keep accurate records of instances of poor performance or any other problems which may be related to a drugs or alcohol problem. Some of the features, which may be associated with the problem of drinking or substance abuse, are listed in Appendix 'B' of this policy.

Where a manager or supervisor suspects an employee may have a problem with alcohol or drugs that is affecting his or her work performance, as opposed to suspecting the employee of being guilty of a single instance of drugs or alcohol related misconduct (which will be dealt with under the Company's disciplinary procedure), he or she will hold an informal counselling discussion with the employee to ascertain whether their poor performance is home or health related and offer the Company's assistance.

If the employee does not accept this offer of assistance, he or she should be advised to discuss the matter with a colleague, their trade union representative or family member. If the employee then fails to accept the offer of assistance, his or her performance, conduct or attendance will be dealt with in accordance with the normal Company disciplinary or absence procedure as appropriate.

If the employee accepts the offer, a counselling meeting will be arranged as stated in the 'help available' section 5.

APPENDIX A

“FOR CAUSE” ALCOHOL & DRUG TESTING PROCEDURES

- 1) All employees working for the Company may be tested for illegal drugs, substances, synthetic drugs and alcohol if there is a reasonable suspicion that the employee is under the influence of alcohol and/or non-prescribed narcotic drug(s) or abuse of prescription medication. For the purpose of this programme, the term “reasonable suspicion” shall be defined as aberrant behaviour or unusual on-duty behaviour of an individual employee who:
 - a) is observed on duty by either the employee’s immediate supervisor, or other managerial personnel who have been trained to recognize the symptoms of drug abuse, impairment or intoxication (observations shall be documented by the observers);
 - b) exhibits the type of behaviour that shows accepted symptoms of intoxication or impairment caused by controlled substances or alcohol or addiction to or dependence upon said controlled substances; and
 - c) such conduct cannot reasonably be explained by other causes such as fatigue, lack of sleep, side effect of prescription or over-the-counter medications, illness, reaction to noxious fumes or smoke.
- 2) When a supervisor or other managerial personnel has reasonable suspicion to believe an employee is using, consuming or under the influence or suffering the after effects of an alcoholic beverage, non-prescription controlled substance (other than over-the-counter medication) and/or non-prescribed narcotic drug while on duty, that person will notify the designated manager or supervisor for the purpose of observation and confirmation of the employee’s condition.
- 3) The employee will be given an opportunity to explain his/her condition, such as reaction to a prescribed drug, fatigue, lack of sleep, exposure to noxious fumes, reaction to over-the-counter medication or illness.
- 4) If, after this explanation, the designated manager or supervisor continues to have reasonable suspicion that the employee is using, consuming and/or under the influence of an alcoholic beverage, non-prescribed controlled substance or non-prescribed narcotic while on duty, then the employee may be ordered to immediately submit to a drug and alcohol screen.
- 5) Testing of this type will not be conducted without the written approval of a Company designated manager or supervisor. The designated manager or supervisor must document in writing who is to be tested and why the test was ordered, including the specific objective facts constituting reasonable suspicion leading to the test being ordered and the name of any source(s) of this information.
- 6) One copy of this document shall be given to the employee before he/she is required to be tested. After receiving a copy of this document the affected employee shall be given enough time to read the document.

- 7) Refusal to submit to testing after being ordered to do so may result in disciplinary action up to and including dismissal. Any request by the employee to undergo screening at a later time will not be accepted.
- 8) The employee is to be advised of his right to be accompanied by a union representative or nominated person as a witness to the screening process. In the event that a union representative or the nominated person is not on shift or readily available then a witness to proceedings, selected at random, must be present to verify all screen testing being conducted.
- 9) Reasonable suspicion screen testing shall be performed on site in a confidential non-public room, (3 Bay 1st Aid room being the preferred designated screen test location).
- 10) A dual skin and saliva drug screen will be conducted on employees suspected of being under the influence of non-prescribed narcotic drug(s) or abuse of prescription medication.

If the drug(s) screen test is non-negative a chain of custody confirmation urine sample will be taken under the UK legally defensible workplace drug testing guidelines and split into A and B. The "A" sample will be taken and subject to analysis by an accredited drug testing laboratory. Subject to the results of the confirmation urine sample being received the employee will be suspended from work, presumed innocent, on full pay.
- 11) If an employee's confirmation test is positive, he/she will be subject to discipline which is likely to result in dismissal. The employee will be given a copy of the results of the confirmation test. He/she may have the second "B" container of urine tested at his/her own expense by another fully accredited laboratory of their choice.
- 12) Alcohol detection will be based on an approved evidential breath alcohol device. A preliminary breath test will be conducted, if a "positive" test result indicates he/she is legally intoxicated above those limits prescribed in The Road Traffic Act 1988 or any subsequent amendments, after a 20 minute elapse in time a second breath test will be conducted. If an employee's second breath test result confirms that he/she is still above those limits prescribed in The Road Traffic Act 1988** (as amended), (the state of jurisdiction's legal limit), he/she may be subject to discipline up to and including dismissal.

***The alcohol limit for drivers is presently 80 milligrams of alcohol per 100 millilitres of blood, 35 micrograms per 100 millimetres of breath or 107 milligrams per 100 millilitres of urine.*

CAUSAL /INCIDENT-RELATED TESTING

Subject to applicable law and consistent with reasonable suspicion, the Company reserves the right to require its employees to present themselves for testing as soon as practical and no longer than within 24 hours following an employee's involvement in an accident, near accident or an incident resulting in lost work time, property damage and/or injury to any employee or other person while on the Company's premises, on the job or otherwise working for the Company.

PROCEDURE FOR DEALING WITH AN INDIVIDUAL WHO IS FOUND TO BE INVOLVED IN DRUG MISUSE ON COMPANY PREMISES

It is an offence under the Control of Drugs Act 1971 for a person to knowingly permit or condone controlled drug misuse on premises under his/her control. It is clear therefore that where an individual is found to be involved in such misuse on the Company premises, the Company has no alternative but to report the matter to the police.

The following procedure will be adopted where an individual is found to be involved in any aspect of drug misuse including possession, supply or actual misuse on the Company premises.

The individual concerned is to be advised of the suspicion that he/she is involved in drug misuse on the Company's premises, told of their right to be accompanied, removed from their work area to an appropriate office etc. A senior manager or director will be advised of the situation at the earliest opportunity and it will be their responsibility to ensure the police are informed and asked to attend.

Pending the arrival of the police the individual is not to be left unattended or interviewed by any Company representative. A manager or member of supervisory staff and the individual's representative are to be in attendance.

On arrival the police are to be advised of all events leading up to their being summoned, any witnesses to the alleged incident(s) of misuse and any movement of the individual concerned and contact with other persons.

Thereafter, any investigations shall be directed by the police who are to be afforded every assistance from members of the Company in the conduct of their investigation.

An employee being involved in any aspect of drug abuse whilst at work, the act will be considered as serious misconduct and should be dealt with by summary dismissal of the individual except in the most extreme mitigating circumstances.

APPENDIX B

THE EFFECTS OF ALCOHOL AND DRUGS

ALCOHOL

In terms of employees' health, too much alcohol on a regular basis increases the risk of long term damage to health, including to the liver, nervous system, heart, stomach and intestine. It may reduce immunity and the ability to fight off infection and it increases blood pressure. Large amounts of alcohol in one session can put a strain not just on the liver but other parts of the body as well, including muscle function and stamina.

Employees can help themselves by being aware how much they drink each week, avoiding binge drinking and spreading their consumption over the week. The recommended limit is between 3 and 4 units per day for men and 2 and 3 for women. The following all contain 1 unit of alcohol:

- A half pint (250ml) of ordinary strength beer, cider or lager.
- A single 25ml measure of spirits.
- A small glass of wine.

If someone drinks 2 pints of ordinary strength beer at lunchtime or half a bottle of wine (i.e. 4 units), they will still have alcohol in their blood stream 3 hours later. Similarly if someone drinks heavily in the evening they may still be over the legal driving limit the following morning. Only time can remove alcohol from the blood stream not black coffee etc.

For employees to comply with the Company rules against reporting for work under the influence of drink they should avoid drinking alcohol during meal breaks or in the hours prior to reporting for work.

Even at blood alcohol concentrations lower than the legal drink/drive limit, alcohol reduces physical co-ordination and reaction speeds. It also affects mental capacity, physical performance, judgement and mood.

DRUGS

Drug misuse, as well as being illegal, can cause considerable physical and mental harm and can kill. The detrimental effects of some drugs on the body and mind may continue for some considerable time after consumption and after the initial effects have worn off. Many drugs are detectable by drug tests for up to two or three months after consumption. The simple advice in relation to drug abuse is don't.

THE FEATURES THAT MAY BE ASSOCIATED WITH SUBSTANCE MISUSE

The misuse of alcohol and drugs can cause absenteeism, accidents at work, poor performance, strained relationships with colleagues, lateness and long term ill health, all of which are a concern to the Company.

The following are features which may be associated with the misuse of drugs, alcohol or other substances. All of them may be caused by other factors such as stress. Management should avoid jumping to conclusions from the presence of one or more of these features. Discussion with the employee and medical advice may be required.

- Sudden mood changes.
- Unusual irritability or aggression.
- Confusion, inability to remember instructions.
- Abnormal fluctuations in concentration and energy.
- Increasing unreliability and unpredictability.
- Impaired job performance, increased error rate.
- Accidents and near misses.
- Poor time keeping; missed appointments or deadlines.
- Increased short term sickness absence.
- On the job absenteeism, e.g. repeated absences from work post, overlong breaks.
- Deteriorating relationships with colleagues, customers or management.
- Dishonesty / theft (arising from the need to fund an expensive habit).

16th February 2015

SIGNS & SYMPTOMS

RECOGNISING DRUG USE

Although many people are familiar with the signs of alcohol use it is not so easy to be certain about other drugs.

Many symptoms, for example moodiness or sudden mood swings, could be caused by other problems such as problems with family or friends.

In reality, recognising the signs and symptoms of drug use is like putting together a jigsaw puzzle.

SIGNS AND SYMPTOMS

WORK PERFORMANCE

- Missed deadlines.
- Missed appointments.
- Increased error rate.
- Lack of concentration or co-ordination.
- Increased accidents or injuries.
- Inability to remember instructions.
- Unreliability.
- Poor co-operation with colleagues.

ATTENDANCE

- Lateness in mornings and after lunch.
- Unauthorised leave.
- Patterns of absence (around weekends).
- Re-occurring cases of self-certified absence (stomach problems, headaches and colds).
- Missing from work area.

PERSONAL

- Shortage of money (or too much money); borrowing lots of small amounts off people.
- Dishonesty.
- Appearance allowed to suffer.
- Strange behaviour.
- Apathy and secretiveness.
- Problems with private lives, relationships, financial or legal.

DRUG PARAPHERNALIA

Physical evidence might include finding strange wrappers, pills or unusual smells, for example:

- Burnt foil for smoking heroin.
- Torn cigarettes and papers for cannabis.

- Burnt spoons for heating drugs to inject.
- Crushed drinks cans with holes for smoking crack cocaine.
- Compact mirrors, razor blades, rolled notes or straws for amphetamine or cocaine.
- Lemon juice or vinegar containers when preparing heroin for injecting.
- Pop bottles with holes with biros for smoking cannabis.

DESCRIPTION OF SOME TYPES OF DRUGS

CANNABIS: Comes in solid dark lump known as ‘resin’ or as leaves, stalks and seeds called ‘grass’.

COCAINE: White powder.

CRACK: Small raisin sized rocks of cocaine.

ECSTASY: Usually comes in tablets of different shapes, size and colour (but often white).

HEROIN: White powder when pure. Street heroin is usually brownish white.

LSD: Usually comes in tiny squares of paper often with a picture or motif on one side.

MAGIC MUSHROOMS: Hallucinogenic fungi swallowed raw, cooked or brewed into a drink.

FURTHER INFORMATION

The Government’s official and confidential source of information and advice is:

“Talk to Frank” www.talktofrank.com 0800 77 66 00

ALCOHOL & DRUGS EDUCATION & INFORMATION SHEET

EDUCATION

Drug and alcohol use does not mix well with the potential dangers of your safety critical workplace. The Company is not trying to control your personal life, however under your Terms of Employment and under Health and Safety Legislation, you have a common duty of care to yourself, your fellow workers. You are expected to understand this and to arrive for work in a fit, proper and non-impaired state. This means alcohol below the legal limit and no measurable trace of illegal drugs to UK workplace guideline levels.

ALCOHOL

The easiest way to discuss alcohol is with “units” as the body burns roughly one unit an hour. One unit is also equivalent to half a pint of 3.4% beer, so a pint is 2 units. However, if the beer is stronger than 3.4%, like a real ale or lager of 5.0%, then a pint is 3 units. Shorts are 1 unit per measure and wine is 1 unit for a small “goblet” but most pubs sell wine in larger glasses making 2 or 3 units a glass! A full bottle is approximately 8 units.

An example here is that if you drive to work at 7 o'clock, yet stopped drinking at 11 o'clock the night before, then in those 8 hours, you would have burnt off only 8 units. So if you had drunk 3 pints of Stella, or a bottle of wine, it may still be in your system.

This does not include any of the other downsides like a hang-over and a bad night's sleep that may also affect your concentration and decision making while driving to, or at work.

DRUGS

Illegal drugs are taken because they affect how you feel and react. If they didn't, then no one would buy them.

Cannabis, contrary to urban myth, can still affect your concentration and reaction times up to 5 days later, especially in critical situations such as an accident is about to happen. Worse still is cannabis and alcohol, even 1 unit will cause more than double the impairment from the cannabis alone. Our own Department for Transport has proven this.

Cocaine and crack can affect your mood, concentration and attitude for a number of days, especially if combined with alcohol which increases levels of aggression.

Opiates, more commonly known as heroin are extremely addictive and will take over your life. The short term effects are extreme impairment and the addiction drives the person to find more heroin, hence when not unconscious, this is all they can concentrate on.

Amphetamines speed up your central nervous system and may initially make you have faster reactions but you also have a severely reduced fear threshold and so may take many unnecessary risks.

Methamphetamines act like amphetamines and also alter your mood, once again affecting your coordination and decision making. A misconception here is that they give you endless energy but really they just allow your body to burn its already stored energy. Your body then goes into restore mode over the next few days and your energy, attention and concentration levels are severely depleted. The hangover several days later.

Legal highs are being created all the time and they also fall under the initial comment. “if they didn’t affect you, you wouldn’t take them”. Hence they are also not conducive to a good state of mind and a safe work ethic.

MEDICINES

Medicines are usually good for you but some will also decrease concentration, reduce decision making capability and even significant impairment. The most common are the codeine based pain killers and benzodiazepines and barbiturates.

Codeine is found in many medicines and carries the warning “Do not drive or operate heavy machinery”. This is the most addictive medication on the planet. It is not available over the counter in America as more people died in 2007 of self-inflicted overdose on codeine based medicines, than from heroin and cocaine together! More local and more recently, the Irish government changed their laws requiring you to buy codeine from a chemist only after having convinced the pharmacist that you actually needed the codeine.

Many companies will discuss and educate an employee with a codeine positive, but if the laboratory sees this is above a therapeutic level, then a medical review is triggered and disciplinary action may be required.

If you need some pain relief, start with aspirin, paracetamol or ibuprofen, then consider if you really need a codeine element. It is your responsibility to tell your manager about your medication and also your doctor or pharmacist, that you do not want an impairing medicine.

HELP LINES & WEBSITES

Your policy advises you to discuss your personal situation in absolute confidence with your line manager or with human resources. Any discussion has to take place during the amnesty period, during normal employment if your personal situation changes, but definitely cannot take place when you are being selected or being tested.

The Company occupational health provider or your own personal doctor can help but your contract of employment requires you to notify your employer if this condition will affect your work as per this drug and alcohol policy.

The Government’s official and confidential source of information and advice is “Talk to Frank”.

www.talktofrank.com

0800 77 66 00