ALCOHOL & DRUG ABUSE POLICY

Introduction

Mamo Building Services Ltd is committed to the safety and wellbeing of its employees and the promotion of good health. This policy is therefore intended to provide a means of supporting employees whose performance of their duties is impaired through consuming alcohol or taking drugs as well as raising awareness of the dangers of alcohol and drugs abuse.

Whilst this policy is concerned primarily with excessive use of alcohol or drugs leading to work-related problems, it also recognises that alcohol (which is a depressant) and other drugs, even when taken in moderation, can impair performance and behaviour at work.

Under The Misuse of Drugs Act 1971, we are obliged to notify the police if an employee or any other persons is found to be in possession of or trading illegal substances

This policy applies to all employees (irrespective of grade or status).

Aims

The main aims of this policy are as follows:

- To ensure all staff have access to relevant information on drugs and alcohol and their effects
- To ensure that all staff understands the organisation's position and obligations in respect of the law related to alcohol, and the use or possession of illegal drugs.
- To encourage the early identification of employees who may be experiencing an alcohol or drugs related problem
- To ensure that all staff are aware of the support available to them, should they or someone they associate with be suffering from an alcohol or drugs related condition
- To provide relevant training and support to line managers so that they can deal with any staff problems relating to drugs or alcohol.
- To promote health and wellbeing amongst staff, enabling them to work to the best of their ability.
- To safeguard the wellbeing of staff and service users.
- To clarify the action that may be taken in the event of misconduct related to improper alcohol consumption or the use and/or possession of illegal drugs.

Responsibilities

- All Managers are responsible for ensuring that their staff are fit and able to carry out their duties effectively. Additionally, all managers are also responsible for ensuring that their employees are aware of this policy, their responsibilities in following it and the consequences of their failure to do so.

- All employees are responsible for following this policy as failure to do so would not only compromise their health, safety and welfare but also that of those around them.

Policy Rules

- The organisation requires that all employees report to work free from the effect of alcohol or drugs. It is not acceptable to be under the influence of alcohol or drugs at work.
- Employees found in possession of illegal drugs or using illegal drugs whilst at work will be reported to the police.
- Staff taking prescribed medication, are required to inform their line manager if the drugs may affect their behaviour, performance or safety at work.
- In particular, the consumption of alcohol or drugs is to be avoided in any situation where, as a direct consequence, the safety at work of the individual or others is put at risk.
- Alcohol is not to be consumed during working hours, including social drinking at lunch time, unless sanctioned by the management as part of an organised social function.
- Any member of staff who is concerned that he/she may have a problem with alcohol or drugs is encouraged to seek help and advice.

Definitions and Effects

<u>Definitions.</u>

Alcohol Problem	An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.
Drugs	Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane etc. In the case of prescribed and over the counter drugs their possession and use by the prescriber is acknowledged as legitimate.
Drug Problem	The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.
Intoxication	A state where an individual had drunk sufficient alcohol to impair significantly functions such as speech, thinking, or ability to walk or drive
Relapse	When an individual starts to drink or use drugs again to the extent that it is problematic for them

Effects

This organisation considers the following as being under the effects of alcohol:

- smelling of alcohol
- hangover symptoms e.g. headache, nausea, dehydration, stomach-ache etc
- inappropriate behaviour or poor work performance due to alcohol consumption
- being intoxicated

Support for Staff

Addiction to alcohol or drugs is a medical problem and will therefore be treated in the same way as other illnesses. Staff who believe they have a problem can seek help through a number of means; their line manager, [occupational health,] [the employee counselling service,] [HR] and a variety of alcohol and drug support agencies which are detailed at the end of this policy.

The following principles will apply to any member of staff who seeks help.

- They will receive support to assist in their rehabilitation
- Time off with sick pay will be given for treatment and rehabilitation
- If there is a relapse this will normally be treated sympathetically
- Redeployment will be considered either on a temporary or permanent basis if it is in the best interests of recovery, and such a post is available.

Managing A Drugs or Alcohol Problem

We seek to adopt a supportive and sympathetic approach to any member of staff who develops problems because of alcohol or drug use.

Establishing a problem

Drug and alcohol abuse may result in reduced work performance, damaged relationships with service users and/or colleagues. Consumption of even small amounts before or whilst carrying out “safety-sensitive” work will increase the risk of an accident at work. It is therefore imperative that any drug or alcohol problems are dealt with at an early stage, are handled sensitively and that a non-judgmental approach is taken.

Possible signs and symptoms

Line managers must be aware that misuse of drugs or alcohol may present themselves in various ways. The following characteristics (particularly when arising in combinations) may be indicative of a problem or an alcohol or drug related problem. It must always be borne in mind that signs of a drug or alcohol problem are not always easy to spot and could be confused with other conditions such as stress, diabetes or epilepsy. We recognise that line managers are not necessarily qualified to recognise alcohol or drug-related problems but nevertheless changes in staff behaviour should be monitored as a matter of course. E.g. poor performance, attendance, timekeeping.

- Absenteeism – unauthorised absences; large amounts of sick leave; absence on certain days, particularly near weekends or after 'pay day'; lateness in the morning or at lunchtime; leaving early; frequent absence from post while at work; frequent visits to the bathroom; frequent occurrences of certain illnesses.
- Accidents - a high or increasing level of accidents at work.
- Deterioration of work performance - in particular; missed deadlines, slow working, poor judgement, lack of attention to detail, complaints from colleagues, unreliability, forgetfulness.
- Interpersonal problems – unpredictable reactions to criticism, paranoia, irritability, avoiding colleagues, borrowing money, physical or verbal abuse of colleagues.
- Personal appearance – possibly a lack of concern for personal appearance and hygiene

Procedure

Voluntary Referral

Employees who suspect or know that they have a drug or alcohol problem are in the first instance, encouraged to seek support from an external agency at an early stage. (Sources of support are listed at the end of the policy) Employees may also wish to inform their line manager.

Where a member of staff is concerned for their colleague and has reason to believe they may be suffering from an alcohol or drugs related problem they must always encourage the employee to seek further help and advice or report the matter to a manager particularly if the person is risking their health and safety and that of others.

Management Referral

If an employee's work performance or behaviour is unsatisfactory but the manager suspects that there may be an underlying substance abuse problem, then the line manager should meet with the employee as soon as possible. Line managers must listen carefully to the employee's explanation of his or her behaviour and any problems that have arisen and if necessary, the manager should provide guidance and advice. Line managers should not pass judgement or opinion about substance abuse but should ascertain whether the employee has any health problems and whether they would accept further help and support e.g. occupational health, counselling etc.

Employees who recognise that they have a alcohol or drug problem, or that they are at risk of developing one, will receive full support and should approach their line manager in confidence. Admittance of an alcohol or drug problem and seeking support for it will not affect the employee's job or promotion prospects. Line managers must agree further appropriate action with the employee and arrange regular meetings.

Addiction to drugs or alcohol will be treated as an illness, therefore, any absence for support and rehabilitation will be covered by sickness entitlements. Staff who seek help will always be supported in finding appropriate support, which will include time off for attending treatment in

work time. While appropriate time will be given to allow the employee to tackle his/her problems, employment may not be maintained indefinitely if the situation does not improve. Employees are encouraged in the first instance to self refer for support.

Every effort will be made to ensure that on completion of a rehabilitation program, the employee is able to return to the same or an equivalent post. Where such a return would jeopardize a satisfactory level of performance or hamper the employee's full recovery, the circumstances will be reviewed and a suitable course of action agreed. This may include looking at suitable alternative work, if available. Should ill health dismissal be considered, then it must be ensured that the employee is fully consulted, and an occupational health report is obtained.

Where an employee suffers from a relapse, we will consider the situation on its own merits. Occupational Health advice will be sought to ascertain any further support required and the time needed to aid a full recovery. The employer will have the discretion to agree further support or rehabilitation time to help the employee recover fully.

NB: There is no obligation on a member of staff to seek or accept assistance from the employer for an alcohol or drugs related problem. Where the employee denies misuse of drugs or alcohol and/or is not willing to work towards getting better that member of staff may face formal proceedings because of their conduct, attendance or performance becoming or remaining unacceptable.

Unacceptable Behaviour
Certain types of behaviour are unacceptable in relation to alcohol and drugs and will lead to disciplinary action being taken up to and including summary dismissal.

It is not permitted for a member of staff to:

- Come to work in an unfit state due to the use of alcohol or drugs
- Be in possession of illegal drugs in the workplace
- Consume alcohol inappropriately during working hours
- Take illegal drugs during working hours
- Be convicted of any criminal offence connected with alcohol or drugs

If a member of staff fails to adhere to the above standards of behavior, a disciplinary procedure will be invoked. If a member of staff admits to an alcohol or drugs problem then disciplinary proceedings will be held in abeyance, provided the employee agrees to and follows a relevant course of treatment and rehabilitation in association with relevant internal and external support mechanisms. An employee who fails to complete any such programme to a satisfactory standard or fails to adhere to it will have the disciplinary process reinstated.

Members of staff are not obliged to work with someone who has consumed alcohol or drugs if they consider that by doing so, they put themselves or others at risk; anyone in this position must immediately report their concerns to their line manager.

Individuals considered incapable of performing duties safely or competently due to consumption of alcohol or drugs must immediately be removed from duty.

Exceptions

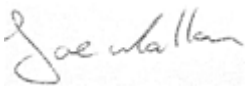
Staff attending work functions, e.g. Christmas parties must be aware of their own safety and that of their colleagues. When organising such events; due diligence and care must be afforded in respect of the location of the function and access to appropriate and safe arrangements to get home.

Confidentiality

The organisation aims to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained by appropriate people, e.g. occupational health, counselling services and line manager. Information regarding individual cases will not be divulged to third parties unless the safety of the person concerned, or others would otherwise be comprised.

Monitoring and Review

The implementation of this policy will be monitored in conjunction with monitoring of referrals to counselling and Occupational Health Services for drug and alcohol issues. The number of staff affected by the policy and the outcome will be monitored. All monitoring is done anonymously, respecting confidentiality always.



Joe Mallon
Managing Director **05.01.2026**