

1. Introduction

This policy sets out Guardian's position with regard to drugs and alcohol within the workplace and the approach it will take when the consumption of drugs or alcohol affects staff performance at work.

This relates singular occasions where of staff being under the influence of drugs or alcohol whilst at work, as well as the action to be taken when a member of staff has an underlying drug or alcohol related problem.

2. Aims

The aims of this Policy are:

- To provide a healthy and safe working environment for all employees, client visitors to our premises and those of our customers where our staff are working.
- To assist those that may have an alcohol or drug problem to be restored to health quickly to the benefit of themselves, their colleagues and the Company, and to return to an acceptable pattern of working.

3. Definitions

Substance Misuse

Drinking alcohol, taking drugs or a controlled substance:

- Whilst on duty, or travelling to or from the workplace.
- Either intermittently or continuously outside working hours and thereby interfering with an individual's health, work capabilities or conduct, or affecting the work performance and/or safety of themselves and others.

Drugs

Means and includes any substance (other than alcohol) that produces physical, mental, emotional or behavioural change in the user, the sale, possession or consumption of which is illegal.

This term includes prescription drugs where such prescription drugs have not been prescribed for the person possessing or using such drugs and/or such prescription drugs are not taken in accordance with a Doctor's direction.

Controlled Substance -

Means and includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under the law.

This will include substances defined under the Misuse of Drugs Act drugs as follows:

Class A: including ecstasy, cocaine, heroin, LSD, mescaline, methadone, morphine, opium and injectable forms of class B drugs

Class B: including cannabis, cannabis resin, oral preparations of amphetamines, barbiturates, codeine and methaqualone (Mandrax)

Class C: including most benzodiazepine (for example, Temazepam, Valium), other less harmful drugs of the amphetamine group, and anabolic steroids

4. Policy

The Company recognises that addiction to alcohol and drugs may in some cases be considered a medical condition and should be treated as such. Staff who may have a problem will be encouraged to seek help and treatment voluntarily and at an early stage.

Information received by management relating to a particular member of staff will be treated in the strictest confidence. Details of a confidential nature will normally only be discussed with the employee's own doctor, other medical specialist, or manager with the prior agreement of the individual unless it is legally required to be divulged.

Whilst alcohol or drug abuse does not excuse poor work performance or misconduct it may be treated as a mitigating factor, and disciplinary procedures may be suspended whilst the opportunity is taken to identify potential alcohol or drug-related problems and, if necessary, to seek treatment.

Employees are not permitted to consume alcohol immediately before or at any time during the working day, including during unpaid breaks, and should at no time report for work with a blood alcohol level exceeding the current UK limit for safe driving.

Examples of such areas of work may include:

- When working at or near live electrical services
- When working in locations or environments where an unimpaired sense of balance is essential (ladders, work on roofs, working at height)
- When driving a vehicle of any description

This foregoing list is for illustrative purposes and should not be construed as being exhaustive.

5. Responsibilities

Employees have a personal responsibility to:

- Be fit for work when carrying out their duties on behalf of the Company and notify management immediately if use of an aforementioned substance may cause any impairment of work performance
- Not consume alcohol during work time, including travelling to and from the workplace.
- Not bring or use illegal substances on to the premises of the Company or their clients under any circumstances.
- Seek professional help if they have a substance abuse problem
- Undertake and complete a substance abuse rehabilitation programme as recommended by a professional body
- Report to management if they suspect that another employee in the workplace is under the influence of an aforementioned substance.
- Notify their management if they are taking medication that could affect their ability to work safely.

Managers have a responsibility to:

- Make the Drugs and Alcohol Policy available to employees
- Discuss with employees as soon as possible if behaviour, performance or absence indicates a problem with substance misuse
- Assist employees who declare or who they suspect may have a substance abuse problem to obtain professional help and provide on-going support to employees who undertake a treatment programme
- Remove from the workplace employees who they suspect are under the influence of any aforementioned substance.
- Record absence related to substance abuse in accordance with attendance reporting procedures

The Company is aware of the nature of its core activities and reserves the right to waive the provisions of this Policy where it is established that doing so may create danger to persons carrying out the activity or to others.

6. Compliance

Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.

7. Monitoring Compliance

The Company reserves the right to request an employee to undertake a drugs or breathalyser test to determine their current status as to alcohol or drugs where there are good grounds to justify a test being requested or where a client requests that a test be carried out. This is not intended to intrude on a person's private life or personal habits but will be only requested in the interests of safety at work.

Refusal of a request to undertake a test where there is reasonable suspicion that an employee is under the influence of alcohol or non-prescribed drugs may result in disciplinary proceedings.

In addition operatives are required to complete a Health Surveillance Questionnaire which includes questions about lifestyle such as average alcohol usage. If responses indicate a potential issue the matter will be followed up by the individual's line manager and ultimately a Director as required.

8. Review

This Policy will be reviewed annually by the Management

This policy has been reviewed and is endorsed and signed 07/01/2026



Ian Carnall IEng MIET
Managing Director