



# Drugs and Alcohol Policy

## Introduction

Greenlight Consultants Limited forbids the consumption of alcohol and use or storage of drugs on its premises nor will it permit any employee to work whilst under the influence of alcohol or drugs. Any such instances will be dealt with under the disciplinary procedure and may lead to the employee's summary dismissal.

This policy, which applies to all employees, aims to:

- promote the health and wellbeing of employees and to minimise problems at work arising from the effects of alcohol or drugs
- identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to inappropriate use of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

The person responsible for implementing this policy is Garry Bygrave.

## Arrangements for Securing the Health and Safety of Workers

Greenlight will, in consultation with workers and their representatives:

- recognise that alcohol- and drug-related problems are primarily health and social concerns and that staff with such problems require help and treatment
- advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed and over-the-counter medications)
- encourage employees who may have alcohol or drug-related problems which affect their work to take advantage of the organisation's referral procedure for diagnosis and treatment



- enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs
- in cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment with Greenlight and the employee

## Information and Training

Greenlight will provide sufficient information, instruction and training as is necessary to ensure that all managers know the possible signs of a drug/alcohol problem, such as:

- increased absenteeism, manifested as increased unauthorised leave, frequent Friday/Monday absences, leaving work early or coming in late, unusually high levels of colds/stomach upsets, etc
- increased accidents, at work or at home
- decreased work performance, such as concentration difficulties, taking longer to do tasks, problems remembering instructions or mood swings.

Greenlight will also ensure that all employees have the knowledge required to understand:

- the dangers associated with the effects of alcohol or drugs at work and the company policy regarding this
- the procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to.



- Do not come to work under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs on to company premises.
- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Never drive or operate machinery if you are affected by alcohol or drugs.
- Ask your GP or the organisation for guidance and advice on sensible limits of alcohol consumption.
- Offer support and advice to colleagues whom you suspect of suffering from alcohol or drug misuse and report any incidents of drug or alcohol misuse to line management.
- Ask for assistance if you feel that matters are beyond your own control.

Garry Bygrave  
Company Director

31<sup>st</sup> July 2021