

Alcohol, Drugs and Substance Abuse Policy

1. Policy statement

1.1 Broadwin Construction Ltd is committed to providing a safe and healthy working environment for all our employees and to promote a culture free of alcohol, drug and substance abuse and the damage it causes.

1.2 Alcohol, drug and substance abuse have serious implications within the working environment particularly when using machinery or operating in hazardous situations.

1.3 As a company we recognise that an alcohol, drug or substance abuse problem may be an illness and may be treated in the same way as any other illness.

1.4 We will uphold all laws relevant to the possession of drugs and supplying of illegal substances and our responsibilities under the Health & Safety at Work Act 1974.

1.5 The purpose of this policy is to:

- Set out our responsibilities and of those working for us in relation to the use of or being under the influence of alcohol, drugs or substances;
- Provide information and guidance to those working for us on how to recognise and deal with employees who show symptoms of alcohol, drug or substance abuse at work;
- Encourage those with an alcohol, drug or substance abuse problem to seek help.

2. Who is covered by the policy?

2.1 This policy applies to anyone working within a company location irrespective of whether they are employed by Broadwin Construction Ltd.

3. Alcohol

3.1 Whilst working or conducting Broadwin Construction Ltd business, employees must be free from any influence of alcohol so as not to affect their ability to carry out their duties in a safe, competent and professional manner.

3.2 Alcohol must not be consumed on Broadwin Construction Ltd premises unless in prescribed circumstances, which have the expressed permission of a senior manager. Such circumstances may include social events and hospitality functions.

4. Drugs and substances

4.1 It is a criminal offence for a person to be in possession of a controlled drug except where it is prescribed for them by a medical practitioner. It is also a criminal offence for a person to supply a controlled drug to another person and to knowingly allow controlled drugs to be used, kept or supplied on the premises in which they are in charge.

4.2 The taking, possession or misuse of non-prescribed controlled drugs or substances and the misuse of prescribed or non-prescribed drugs, is not permitted at any time.

Alcohol, Drugs and Substance Abuse Policy

5. What are some of the symptoms displayed by employees under the influence of alcohol, drugs or substances?

Examples:

- Smell of alcohol;
- Slurred speech;
- Unusual lack of co-ordination;
- Change in behaviour, particularly aggressiveness;
- Abnormal fluctuations in mood and energy;
- Deterioration in relationships with other people.

6. What is not acceptable?

6.1 Reporting or endeavouring to report for duty having just consumed alcohol or taken drugs or used substances of abuse (this would include consuming alcohol during any working breaks).

6.2 Driving a company vehicle whilst under the influence of alcohol, drugs or used substances of abuse.

6.3 Reporting for duty in an unfit state due to the use of alcohol, drugs or substances of abuse.

6.4 Being in possession of alcohol, drugs or substances of abuse, whilst on duty.

6.5 Use drugs or substances of abuse whilst on duty.

6.6 Consuming alcohol whilst on duty or on Broadwin Construction Ltd premises unless expressed permission has been given by a member of the senior management team.

The above actions are considered to be gross misconduct and are subject to the Disciplinary Policy.

7. Your responsibilities

7.1 You must ensure that you read, understand and comply with this policy.

7.2 Individuals experiencing problems with the use of alcohol, drugs or substances are encouraged to speak to their manager or a member of the Human Resources department. Confidentiality will be afforded to the extent that this is possible, due to Broadwin Construction Ltd's legal obligations.

7.3 Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.

8. Support & guidance

8.1 In circumstances where an individual has disclosed a problem relating to the use of alcohol, drugs substances the Human Resources department will liaise with health professionals (e.g. an employee's GP, occupational health) to initiate rehabilitation.

Alcohol, Drugs and Substance Abuse Policy

8.2 Where time off work for treatment is agreed with occupational health this will be covered by the Broadwin Construction Ltd sick pay scheme.

8.3 Once assistance has been agreed the employee is obliged to accept support. Failure to do so will be dealt with appropriately and may involve the Disciplinary policy.

8.4 Where treatment is effective an individual will return to the same role they were doing prior to the treatment.

8.5 Managers who suspect that an employee is abusing or is dependent on alcohol or substances will discuss the matter with the individual concerned. In such circumstances performance and conduct standards will be set and monitored and if necessary further action will be taken which may include formal disciplinary action.

9. Training and communication

9.1 Training on this policy forms part of the induction process for all new employees.

9.2 Our approach to the consumption of alcohol and use of drugs or substances must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

10. Who is responsible for the policy?

10.1 The Director has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

10.2 Management at all levels are responsible for ensuring those reporting to them are made aware of and understand this policy and where appropriate are given adequate training on it.

11. Monitoring and review

11.1 The Director will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

11.2 Workers are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Director.

11.3 This policy does not give contractual rights to individual employees. We reserve the right to alter any of its terms at any time.

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