



shstructures limited

HR Manual

## Alcohol & Drugs Policy

Date Prepared  
March 2018

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## ALCOHOL & DRUGS

### 17.1. Consumption of alcohol

It is not permissible to consume alcohol on the company premises, with the exception of any social functions which may be held on-site outside normal working hours.

Alcohol consumption during business entertaining should be in moderation and should not impair judgement. Any employee involved in business entertaining remains a representative of the company irrespective of the time of day or location and must behave appropriately.

### 17.2. Alcohol and drugs problems

It is not permissible to consume alcohol on the company premises, with the exception of any social functions which may be held on-site outside normal working hours.

Alcohol consumption during business entertaining should be in moderation and should not impair judgement. Any employee involved in business entertaining remains a representative of the company irrespective of the time of day or location and must behave appropriately.

The Company endeavours to ensure that employee's use of either alcohol or drugs does not impair the safe and efficient running of the Company or the health of its employees.

#### ***Establishing the Problem***

Supervisors and managers should be aware that the misuse of drugs or alcohol by employees may come to light in various ways. The following characteristics, especially when arising in combinations, may indicate the presence of an alcohol or drug related problem.

#### ***Absenteeism***

Instances of unauthorised leave.

Frequent Friday and/or Monday absences.

Leaving work early.

Lateness (especially on returning from lunch).

Excessive level of sickness absence.

Strange and increasingly suspicious reasons for absence.

Unusually high level of absence in respect of colds, flu, and stomach upsets.

Unscheduled short-term absences, with or without explanation.

#### ***High Accident Level***

At work

Elsewhere i.e. driving, at home.

#### ***Work Performance***

Difficulty in concentration.

Work requires increased effort.

Individual tasks take more time.

Problems with remembering instructions or own mistakes.



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### ***Mood Swings***

Irritability.

Depression.

General Confusion.

### ***Misconduct***

An employee's alcohol or drug problem may come to light as a mitigating factor in a disciplinary interview. It should be treated as a mitigating factor for certain 'less serious' disciplinary offences, such as poor timekeeping or lateness, provided the person is prepared to undergo treatment.

### ***Self-referral***

In some instances, employees may seek help and advice themselves.

### ***Intervention***

Supervisors and managers who feel an employee's unsatisfactory performance may be drug or alcohol related, should arrange to hold a meeting with the employee.

### ***Treatment***

Where employees acknowledge that they have a problem and are given help and treatment, this will be on the understanding that:

They will fulfil the obligations of the treatment arranged by the Company.

Where necessary, while undergoing treatment, they will be on sick leave and will be entitled to sick pay, where applicable.

In the event of in-patient treatment being necessary for a prolonged period, they will be on sick leave and will be entitled to sick pay, where applicable.

Where a return to work would jeopardise either a satisfactory level of job performance or the employee's recovery, the manager will review the full circumstances of the case and agree a course of action to be taken. This may include the offer of suitable alternative employment, the consideration of retirement on the grounds of ill-health, or dismissal.

### ***Refusal of Help***

Any employee who declines the offer of referral for assessment and treatment, or discontinues treatment before its satisfactory completion and who continues to fall below standards required, will be subjected to the normal and recognised procedures e.g. disciplinary.

### ***Relapse***

Where an employee, having received treatment, suffers a relapse, the Company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for full recovery. At the Company's discretion, more treatment or rehabilitation time may be given in order to help the employee to recover fully.

### ***Recovery Unlikely***

If, after an employee has received treatment, recovery seems unlikely, the Company may be unable to wait any longer for the employee's recovery. In such cases, dismissal may result, but most cases a clear warning will be given to the employee beforehand and a full medical investigation will have been undertaken.

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### **17.3. Serious misconduct caused by alcohol and drugs**

#### ***Intoxicated Employees***

If an employee is intoxicated by alcohol or drugs during work hours or on Company premises, arrangements will be made for the employee to be escorted from the premises immediately. Disciplinary action will take place when the employee has had time to become sober or recover from the effects of drugs. This kind of behaviour will normally be treated as Gross Misconduct and result in summary dismissal.

#### ***Drug Abuse on the Premises***

Employees who take drugs which have not been prescribed on medical grounds during working hours or on Company premises, will be committing an act of Gross Misconduct and will thus render themselves likely to be summarily dismissed. As will any employee believed to be in possession of, or buying or selling un-prescribed drugs, during working hours or on Company premises.

### **17.4. General**

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees.

Employees who recognised that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for confidential help. They should speak in confidence with their manager or secure the help of a colleague in this respect.