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Drugs and Alcohol Policy

General

SH Structures Limited are aware of the potential for our activities to be impacted by the abuse of drugs and alcohol.

The company will establish a procedure for ensuring employees to not attend work in the SH Structures premises, third party premises or sites under the influence of drugs or alcohol.

The procedure will set out how Drug and Alcohol abuse will be addressed and will cover the types of substances that should not be abused, the testing type and frequency and the process to be followed where substance abuse has been identified.

SH Structures Limited are committed to execution, review, and maintenance of this policy.

The contents of this policy will be communicated to all employees, sub-contractors and third parties who engage in activities controlled by SH Structures.

Details as below will also be included in the Employee Manual.

Drug and Alcohol Support

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.

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.

Consumption of alcohol

It is not permissible to consume alcohol on the company premises, except for 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.

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.

Alcohol and drugs problems

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.



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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.

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.



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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.

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.

D.A. Perry

Managing Director



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This policy will be communicated within SH Structures and to all interested parties