



DRUGS AND ALCOHOL POLICY

Introduction

Drug and alcohol misuse is an ever-increasing problem within the workplace. Statistics show that employees who take unlawful drugs and excessive alcohol are more likely to endanger their fellow workers, have accidents at work, be absent from work and be less efficient than colleagues who do not do so.

Aims of the policy

The employees of Key Security Group are its most valuable assets. Key Security Group recognises that, for a number of reasons, employees could develop drug or alcohol related problems during the course of their employment.

This policy applies to **drugs which are unlawful under criminal law and not to prescribed medication and excessive intake of alcohol**. The aims of this policy are to:

Promote a responsible attitude to drugs and alcohol within Key Security Group by:

- making known to employees the harmful effects of drugs and alcohol;
- minimising problems and accidents at work arising from the misuse of drugs and alcohol;
- promoting the well-being and health of employees.

Offer assistance and advice to employees who need it by:

- identifying employees with possible problems relating to drug or alcohol misuse at an early stage;
- offering guidance and, where required, actively encouraging employees with possible problems to seek appropriate help;
- offering employees known to have drug or alcohol related problems affecting their work referral to an appropriate agency for diagnosis.

Prohibition on drugs and alcohol in the workplace

If an employee is found under the influence of drugs or alcohol at work, there could be serious safety; work and personal consequences (see the section on misconduct).

No drugs must be brought onto or consumed on Company premises at any time. Staff must not take drugs or alcohol if they are required to drive private or Company vehicles on business. Staff must also not take drugs or alcohol when they are on operational standby or on call.

Staff representing Key Security Group at business functions, providing hospitality or attending Company organised social events outside normal working hours are prohibited from taking drugs or alcohol on these occasions.

Any breach of these rules will result in disciplinary action being taken which is likely to result in summary dismissal on grounds of gross misconduct.

Advice and counselling

It is Key Security Group's intention to deal constructively and sympathetically with an employee's drug or alcohol related problems, such as drug dependency.

When it is known that an employee has a drug problem, *the Managing Director* will be able to provide advice and guidance on how to seek assessment of the problem and, if necessary, suitable treatment. The primary

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objective of any discussions of this type will be to assist the employee with the problem in as compassionate and constructive way as possible.

Whilst certain personnel records will be necessary, any discussions of the nature of an employee's drug problems and the records of any treatment will be strictly confidential unless the employee agrees otherwise.

Drug-related misconduct

This policy, for assisting employees with drug-related problems, is separate from Key Security Group's disciplinary procedures. However, action will be taken under the disciplinary procedure if misconduct takes place at work as a result of taking drugs or if an employee is found to be under the influence of drugs whilst at work or is found to have brought drugs on to or consumed drugs on Key Security Group's premises.

If an employee is known to be, or strongly suspected of being, intoxicated by drugs during working hours, arrangements will be made for the employee to be sent home for the rest of the day without pay.

Incapacity through drugs at work, which have not been prescribed on medical grounds, is a potential gross misconduct offence under the disciplinary procedure and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying or selling drugs or in possession of drugs on Key Security Group's premises.

Where an employee with an identified drug problem which affects conduct at work or performance at work refuses the opportunity to receive help, the matter will be referred for action through the disciplinary procedure as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, the conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

Drug screening

On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, Key Security Group reserves the right to carry out random drug screening tests on employees in the workplace whose activities and job duties have a significant impact on the health and safety of others. The guidelines promulgated in Key Security Group's equal opportunities policy are to be followed in relation to drug screening.

If an employee receives a positive test result, as stated above, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal. Refusal to submit to a drug screening test without reasonable excuse will be dealt with through the disciplinary procedure.

Training

On commencing employment with Key Security Group every new employee will be given a copy of this policy and an opportunity to discuss it. They will be made aware of the effects of drug misuse and will be encouraged not to cover up for employees with a drug problem but to recognise that collusion represents a false sense of loyalty.

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