

DRUGS AND ALCOHOL POLICY

Our Aim

Our aim is to act as a good employer and conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, visitors and members of the public. This is because we recognise that we can contribute to a safe, healthy and productive work environment by preventing drugs and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

Our Policy

Our policy is to ensure that drugs and alcohol problems are dealt with effectively and consistently so that workers are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

For the purposes of this policy, drug and alcohol problems are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all of our employees as well as subcontractors and self-employed, consultants and employees of other organisations when working on our sites and premises under our control.

Professional assistance and support can be made available to those to whom this policy applies and we would urge anyone who feels that they may have a drug or alcohol problem to come forward (with a friend, or trade union colleague) to discuss this confidentially with their relevant supervisor or manager.

It is the policy of InSync Recruitment to randomly test for the misuse of drugs or alcohol within the workplace. You can refuse this test however action may be taken to either place your assignment on hold or the assignment maybe concluded at the request of the client for non adherence to the clients site rules of their drug or alcohol policy. You do have the right to appeal against any decision being made.

Rules

- You must not be in possession of any illegal drugs whilst working on our sites or premises.
- You must not under any circumstances be under the influence of drug or alcoholic substances whilst on our sites or premises. Note that, as previously consumed drug or alcoholic substances may affect your performance at work, you may still be considered to be under the influence.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.
- If your supervisor or manager believes that you are under the influence of drugs or alcohol whilst on our sites or premises, you will be asked to leave, having been advised of the support available to you and your rights in accordance with our disciplinary procedures.
- There may be circumstances where we would ask you to provide an alcoholic or illegal drug substance test sample. This may be as part of an initiative to carry out random testing or otherwise. Any refusal to provide a test sample may lead to disciplinary action.

This procedure has been approved and authorised by:

Name: Nick Fletcher & David Allden

Positions: Directors

Date: 27 January 2020