

DRUGS AND ALCOHOL ABUSE POLICY

Introduction

From the beginning of 2013, there are increased requirements to provide mandatory proof of in-house drugs and alcohol testing procedures prior to employees being allowed on some sites.

Long Eaton Plant Hire Limited recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems may, consciously or unconsciously, require help and support from many sources, including his or her employer.

The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Company has a halt, safety and welfare responsibility to both employees and customers to ensure that associated risks are either eliminated or minimised.

The Approach

The Company policy embraces two approaches:

- Providing reasonable assistance to a member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, whereby the inappropriate use of alcohol or drugs (other than on prescription) affects performance or behaviour at work; and where either (a) an alcohol or drug dependency problem does not exist; or (b) where support and/or treatment for dependency has not been possible or has not succeeded.

Long Eaton Plant Hire Limited does not possess the internal resources or equipment to provide or arrange dependency treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Therefore, and in conjunction with this policy, the Company will seek to (a) assist a member of staff in obtaining such specialist help; and (b) to protect his or her employment.

Assistance and Support

The Company, where reasonable and possible, will provide the following assistance and support to a member of staff in the appropriate circumstances:

1. Helping the member of staff to recognise the nature of the problem via agreed referral to a qualified diagnostic or counselling service if appropriate;
2. Support during a period of treatment. This may include a period of sick leave or approved other leave; and continuation in post or transfer to other work (dependent upon what is appropriate in terms of the staff member's terms and conditions of employment and the staffing needs of the Company).
3. The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.

Provision of Assistance and Support

The provision of the Company's assistance and support are subject to (a) an alcohol or drug dependency related problem has been professionally diagnosed; and (b) the member of staff recognising that he or she is suffering from an alcohol or drug abuse problem, and is prepared to co-operate fully in the referral and treatment from appropriate sources.

Where a member of staff fails, for whatever reason, to co-operate in referral or treatment arrangements, no assistance as outlined above will be given, and any failures in conduct, behaviour, or work performance will be dealt with via the Company's Disciplinary Procedure.

If the process of referral and treatment is completed but proves to be unsuccessful, and failures in conduct, behaviour, or work performance occur, such failings will be dealt with via the Company's Disciplinary Procedure.

Disciplinary Rules and Procedures

In line with the Company's Disciplinary Rules and Procedures, the following issues will be regarded as potential gross misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs;
- The inappropriate and unauthorised consumption or distribution of alcohol within working time.
- The unauthorised use or distribution of drugs (except where such drugs are prescribed and authorised for use during working time).

Breached in relation to these issues will normally result in formal disciplinary action which, if proven, could result in summary dismissal.

Drugs / Alcohol Testing

All employees are required by law to comply with legislation in relation to the health, safety and welfare of not just themselves, but also their colleagues and any other persons who may be affected by their actions or inactions. Employees are legally required to behave in a way that does not pose a risk; this duty includes consideration of the behavioural deficiencies that may occur as a result of intoxication via drugs or alcohol.

In order to ensure compliance with the law, Long Eaton Plant Hire Limited will undertake drugs / alcohol testing of staff within the Company. Such tests may form part of a random testing scheme, or to comply with clients' mandatory conditions, or as a result of a specific incident.

The willingness to submit oneself to drugs / alcohol testing as and when required by the Company is an express term and condition of each and every employee's Contract of Employment with Long Eaton Plant Hire Limited

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