

Policy on Alcohol, Drugs and other Substance Abuse

Introduction

Substance Abuse affects work performance, conduct and relationships at work and at home.

Substance Abuse can lead to health problems, including addiction and it is essential that help be sought from the appropriate agencies quickly.

Purpose

The purpose of this policy is to ensure that the Company is able to fulfil its *legal and ethical* duty of care to:

- a) any worker under the influence of alcohol, drugs or any other Substance as defined below and
- b) any others who may be affected by that worker's acts or omissions.

The aim of this policy is to ensure that workers involved in Substance Abuse issues are given a supportive, confidential, fair and consistent response. The Company also seeks to ensure that the possible consequences of Substance Abuse on the individual, other workers, the public and the environment are avoided or reduced to a minimum.

The Scope

The Company reserves the right to randomly test workers, or to test if there appears to be a specific concern. This policy applies to all workers regardless of status. Workers will be informed of any other **additional rules applicable** to their place of work e.g., to comply with client policies or requirements.

General Principles

- The Company will ensure that all workers are aware of this policy and that the policy will be included in all tender submission documentation.
- Workers should not consume any Substance nor should their behaviour be affected by any Substance whilst at work either on Company or Client premises. Workers who breach this requirement will render themselves liable to action under the Company's disciplinary procedures.
- The Company reserves the right to conduct searches on Company sites and premises for Substances as defined below at any time.
- The use, possession, distribution or sale of Substances on Company or Client premises (except alcohol served at Company sponsored events eg retirements, leaving occasions) will result in disciplinary proceedings, and potentially summary dismissal. The Company may call the police, dependent upon the type of Substance in question.
- The Company will operate a Zero Tolerance limit when testing for the use of illegal drugs and will comply with the legal driving limit in testing for the intake of alcohol.

Key Definitions

- Substance – means specifically alcohol, illegal drugs, and solvents. This definition may be extended to include any other substance that may also adversely affect performance when used by a person, whether lawfully, or not.
- Worker – means any Company employee, sub-contractor, consultant, temporary agency person or worker who performs work for TFL Scaffolding Ltd.

This policy applies to any subcontractor of the Company and overrides the requirements of any subcontractor’s Drug and Alcohol Policy to the extent that they are less rigorous than those of this policy

Monitoring and review

This policy will be monitored periodically by the Company to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the Company will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the Company will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

Any questions or concerns about the application of the policy should be referred to the general manager or company director.

Signed:



Name:

Robert Turner

Position:

Director

Date:

05/01/2022