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Drugs & Alcohol Policy

1. Purpose

This Drugs & Alcohol Policy details the measures in place to control the risks posed by the use or misuse of drugs and alcohol by employees and contractors working for or on behalf of Watkin Jones Group. It is designed to deliver compliance with the requirements of relevant statutory legislation, to protect the Health and Safety of employees and to ensure the safety of customers and the public in general.

2. Scope

This Policy applies to all Company staff, sub-contractors and individuals working for or on behalf of Watkin Jones Group. It applies at any location which an employee is required to attend for the purpose of their employment and includes travelling to or from such locations. It applies during working hours and includes any period of overtime, shift work, breaks/rest periods and periods of standby or emergency call out duty.

This policy covers the use and misuse of intoxicating substances which include alcohol, solvents, legal and illegal drugs, prescription and over-the-counter medicines and other substances that could adversely affect work performance and/or health and safety.

The policy will be applied equally, regardless of grade or status.

3. Definitions

Unfit for duty through drug or alcohol misuse - A person has drugs or alcohol in their body at a level that would cause them to test positive in either the Company's drugs or alcohol test.

Contractors - Includes all agency staff, sub-contractors and any other persons working for or on behalf of Watkin Jones Group.

Dismissal - Termination of employment, and in the case of contractors, termination of contract.

Drug - Any substance that affects the way in which the body functions physically, emotionally or mentally. This includes, but is not limited to, alcohol, solvents, over-the-counter and prescribed medicines, new legal highs and illegal substances.

Alcohol - Refers to any beverage that contains ethyl alcohol including but not limited to beer, wine, pre-mix drinks and other spirits.

Employee - A person directly employed by Watkin Jones Group.

Incident - Unplanned, uncontrolled event which could have resulted in or did result in death, ill health, injury or other loss.



Safety-critical - Refers to tasks or activities that have the potential to import risk onto the Company's premises or vehicles.

Laboratory - A testing facility accredited to UKAS 17025 standards where the sample collected is analysed to screen and/or confirm the presence of a specific drug or its metabolite(s).

4. Rules

- No employee or contractor may report for work while unfit to do so through the use or misuse of drugs or alcohol.
- No employee or contractor may possess (unless for legitimate medical reasons), sell or give away drugs whilst at work or during working hours.
- No employee or contractor may consume drugs (unless for legitimate medical reasons) or alcohol whilst at work or during working hours.
- Alcohol for domestic consumption should not be left at work for longer than necessary. It should be stored away and remain unopened whilst on Company premises.
- No employee or contractor undertaking safety-critical tasks should take prescribed or non-prescribed medication that has the potential to affect their ability to work safely, without informing their manager or supervisor.
- Employees or contractors involved in Court proceedings arising from a drug or alcohol related offence must report the matter immediately to their manager or supervisor.

If requested, employees are required to consent to be tested for drugs and alcohol. Employees should be aware that the use of alcohol or drugs at a time or in a quantity that would cause them to test positive at work will be considered a breach of this policy.

A breach of these policy rules by an employee will be fully investigated and normally be dealt with under the Disciplinary Procedure. Due to the potential impact on the safety and health of employees and customers, and the reputation of the company, breaches of this policy are considered gross misconduct and may lead to summary dismissal.

The Company reserves the right to suspend an employee on full pay whilst the Company conducts a full investigation. Such suspension is not an indicator of guilt/perceived guilt but is rather a standard precautionary measure.

Nothing in this policy or its application shall be construed so as to prevent or inhibit the law.

5. Communication, Education and Training

The Policy will be communicated to all employees through induction courses, educational material, management training, team briefings and notice board displays. The Policy will be brought to the attention of all job applicants and contractors.

All employees will be given educational material to cover:

- Awareness of the policy and policy rules
- The effects drugs and alcohol can have on a user's health and ability to work safely
- How to avoid becoming dependent on drugs and alcohol
- How and where to seek help if you have a drug or alcohol dependency problem
- How to recognise the signs and symptoms of drug and alcohol misuse
- How to ensure your body is free from drugs and alcohol at work



Managers will receive drug and alcohol awareness training to cover:

- The principal ways in which drugs and alcohol affect behaviour
- How to recognise the signs and symptoms of drug and alcohol misuse
- The distinction between signs associated with dependency and signs associated with recent substance misuse
- How to utilise the support provided by the policy
- How to apply the policy in a variety of situations
- How the drug testing elements of the policy will be managed
- How the testing processes work

6. Assistance with Dependency Issues

Where an employee seeks assistance from the Company for a drug or alcohol dependency problem and the Company acknowledges this problem to exist, the Company will treat the problem as a medical condition and offer the employee assistance with rehabilitation.

Individual circumstances and safety issues will be taken into consideration to determine whether the employee can continue with their normal duties during the period of rehabilitation. If normal duties cannot be continued, the employee may be required to undertake non-safety critical duties or stay away from the workplace. Any period of rehabilitation required away from the workplace will be classed as sickness absence.

7. Management Support

The company understands that managers may from time to time be unsure how best to deal with substance misuse incidents. Any Manager who requires further support and advice in dealing substance misuse incidents at work should seek advice from their line manager or the Human Resources Department who can assist the Manager in dealing with any such incidents.

8. Employee Support

Employees may from time to time have concerns relating to drug or alcohol misuse that they feel they are unable to discuss with the company. The company provides employees with an Employee Assistance Programme which is provided through Medicash and can be accessed by phoning 0845 6002891 or visit www.medicash.org/wellness (username medicash).

9. Control Measures

9.1 Testing

All employees and contractors have the potential to be tested.

The testing process will be carried out by an independent third-party specialist testing agency that use accepted and reliable methods. During the testing process, the safety, health and dignity of the donor will be respected and protected.

A process will be used to maintain and document the chronological history of a sample to guarantee the identity and integrity of the sample from collection through to the test result.



9.1.1 Circumstances for Testing

Reasonable Suspicion – Whenever a manager, supervisor or other Company official has reasonable cause to suspect that an employee or contractor has misused drugs or alcohol and is unfit to continue working, then a reasonable suspicion test will be instigated. The official's observations will be documented and such documentation shall be kept in the donor's confidential drug and alcohol testing file.

Post Incident – Drug and alcohol testing of employees and contractors shall be conducted following an incident where there are reasonable grounds to suspect that the effect of drugs or alcohol may be the cause or a contributory factor. This testing is mandatory following an incident in which a serious injury or fatality has occurred.

Unannounced Random – The Company aims to test 20% of all employees and contractors each year on an unannounced random basis. The random selection process will be managed by the approved independent testing agency using a computer-based random number generator that gives all present an equal chance of being selected on each occasion.

Rehabilitation & Follow Up – As part of a rehabilitation programme, the Company may require the employee to consent to a series of drug and alcohol tests, some of which may be unannounced. These tests will be used to monitor the employee's progress during and following rehabilitation.

9.1.2 Refusing a Test

Refusal to undergo a test will normally be deemed an act of gross misconduct.

Refusing to take a test includes, but is not limited to:

- Failure to consent to a test.
- Failure to cooperate with any part of the testing process.
- Failure to appear for testing at a collection site at the time allotted.
- Leaving the scene of an incident in which a serious injury or fatality has occurred, without just cause and without submitting to a test.

Watkin Jones Group reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on Watkin Jones Group's premises or sites.

9.1.3 Positive Results of Testing

Drugs – A laboratory confirmed positive drug test result will be recorded if a drug is detected in the donor's sample for which no legitimate explanation, medical or otherwise, can be found. An employee or contractor will be in breach of this policy if they receive a laboratory confirmed positive drug test result.

Alcohol – A positive alcohol test result will be recorded if alcohol is detected in the donor's breath sample at a concentration equal to or above 22 micrograms of alcohol per 100 millilitres of breath in two consecutive breath tests. An employee or contractor will be in breach of this policy if they receive a positive Alcohol test result.



9.1.4 Action following a Positive Test Result

An employee or contractor will be considered to be unfit for duty through the misuse of drugs or alcohol if a positive test result is recorded. The following action will be taken:

Circumstances for test	Action
Reasonable suspicion	Disciplinary procedures and possible dismissal
Post incident	Disciplinary procedures and possible dismissal
Unannounced random	Disciplinary procedures and possible dismissal
Rehabilitation & follow up	Act in accordance with the rehabilitation programme

The Company reserves the right to suspend an employee on full pay whilst the Company conducts a full investigation. Such suspension is not an indicator of guilt/perceived guilt but is rather a standard precautionary measure. The outcome of the investigation is not pre-determined and dismissal may or may not be considered necessary.

9.2 Medication

Many medicines obtained with or without prescription can affect performance at work. These include, but are not limited to, tranquillizers, anti-depressants, painkillers, sleeping pills, some antihistamines, and some medicines for cough, colds and indigestion.

All employees undertaking safety-critical tasks must ascertain if they are taking drugs which may affect their work performance. If so, they should declare use of the medication to their line manager or supervisor before undertaking such tasks so that the Company can ascertain the effects and decide how best to manage those effects. All discussions with individuals regarding medical information are strictly confidential subject to the provisions of the law.

9.3 Searches

The Company reserves the right to search an employee or any of their property held on Company premises at any time if there are reasonable grounds to believe that the prohibitions on alcohol or drugs are being or have been infringed.

If the employee refuses to comply with these search procedures, the Company may draw such inferences as it sees fit from such refusal and their refusal may be treated as amounting to gross misconduct and entitling the Company to take disciplinary action.

10. Contact Details for Help and Guidance

Manager or Supervisor

You can talk to your manager or supervisor.

Human Resources Department

You can contact the Human Resources Department. Contact 01928 785 986

Employee Assistance Programme

Call 0845 6002891 / www.medicash.org/wellness (username medicash)



Whistleblowing Helpline

If you do not feel you can report issues with drug or alcohol misuse to you manager, supervisor or the Human Resources Department then you can contact the Whistleblowing line on 0800 374199 open 24hours a day 7 days a week.

Talk to Frank

Frank is a national helpline that offers free confidential advice and information about drugs 0800 77 66 00.

Release

Release is a confidential helpline offering advice on drug use and legal issues 020 7729 9904.

Drinkline

Drinkline offers confidential advice, support and information for people with alcohol problems and their families, friends and carers. You can contact Drinkline on 0800 917 8282 (Monday–Thursday 9am–11pm, Friday–Sunday 24 hours).

Alcohol Concern

Alcohol Concern helps to tackle alcohol problems at a local level. Call 020 7928 7377 or visit the website at www.alcoholconcern.org.uk

Adfam

Adfam provides support to people working with family members who are affected by drugs and alcohol. Call 020 7928 8898 or visit the website at www.adfam.org.uk

Alcoholics Anonymous

Offers help and advice to overcome drinking problems. Call 0845 769 7555 or visit the website at www.alcoholics-anonymous.org.uk.

