



Drug and Alcohol Policy

ASH Group are committed to a safe, healthy, and productive workplace for all individuals who visit a site/premises.

This policy applies to all ASH Group employees and, where appropriate, others such as consultants, sub-contractors and agency workers working on an ASH Group site. (personnel)

ASH Group **strictly prohibits on any site/premises:**

- the consumption of alcohol
- any personnel to work whilst under the influence of alcohol or drugs
- any personnel being unfit for work due to use of drugs or alcohol
- the misuse of prescribed or over the counter drugs
- the use, possession, distribution, or sale of illicit or un-prescribed controlled drugs (including Legal highs or Novel Psychoactive Substances (NPS)2).
- the possession, use, distribution, or sale of alcoholic beverages
- the use, possession, distribution or sale of any other substance

Any such instances will be referred to the individual's line manager within ASH Group and dealt with via the disciplinary procedure and may lead to the employee's summary dismissal. For all other parties the instance will be reported to the appropriate contact and will be managed by the appropriate organisation.

Witnessing or suspicion of drug or alcohol misuse by others

- If any personnel are witness, aware or suspects that an individual is working under the influence of alcohol or drugs, then this must be reported to their line manager immediately
- None disclosure may result in disciplinary action against that person/ persons

Drug Screening

Prescription and over the counter medication

ASH Group requires all employees to inform their line manager, at the earliest opportunity, they have taking prescribed or over the counter medication that may impede their awareness, safety and the safety of others for instance, drowsiness, fatigue, impact on their co-ordination or balance. Employees must not undertake any activity that could put themselves or others at risk. Employees may be given alternative duties where appropriate to protect their safety and the safety of others.

Random screening

Unannounced random drugs and alcohol screening will be undertaken of all personnel, by an appropriate designated person (line manager or above) (Designated Tester) on company owned property or sites that it controls.

The random screening programme procedure intends to:

- Detect the use of drugs and/or alcohol by any personnel involved in a safety related incident where there is a possibility that the actions or omissions of the individual led to the incident.
- Detect the use of drugs and/or alcohol where personnel's behaviour prompts cause for concern.
- Detect, via random screening, personnel who may be under the influence of drugs or alcohol.

Individuals may be required, by a Designated Tester, to submit to a medical evaluation or alcohol and drug test when cause exists to suspect alcohol or drug use, including workplace incidents.



Failing, or refusing to undergo, a drugs or alcohol screening will be treated as gross misconduct and dealt with via the disciplinary procedure, which may lead to the employee's summary dismissal. ASH Group may immediately suspend and employee and remove from the workplace.

A positive test result will will be treated as gross misconduct and dealt with via the disciplinary procedure, which may lead to the employee's summary dismissal. ASH Group may immediately suspend and employee and remove from the workplace.

If an employee fails to follow any provisions of this policy, appropriate action will be taken. Any action cannot be avoided by a later request for help, guidance, treatment or rehabilitation.

If an employee suffering from alcohol or drug dependency refuses rehabilitation, fails to respond to treatment or fails to meet satisfactory standards of effective work performance it will be dealt with via the disciplinary procedure, which may lead to the employee's summary dismissal. ASH Group may immediately suspend and employee and remove from the workplace.

Recognition and guidance

ASH Group recognise drug and alcohol dependency as a treatable condition. Employees who believe they have a substance dependency are encouraged to speak to their line manager, seek medical advice and to follow appropriate treatment before it results in safety and task performance problems.

It may be necessary to redeploy an employee who is found to have a substance abuse problem if their position is deemed as being critical to the safety and wellbeing of employees, the public or other third parties until they are fully declared as fit for duty or they have completed their rehabilitation, whichever comes sooner.

This policy does not require and should not result in any special regulations, privileges, or exemptions from normal job performance requirements.

Sub-contractors

Any Sub-Contractor who violate the policy will be removed from company premises/ controlled sites and may be denied future entry.

A handwritten signature in black ink, appearing to be 'NH' followed by a period.

January 2018

Signed

Date

Managing Director