

ADM

Surveyors

ADM – ALCOHOL & DRUGS POLICY

ADM Surveyors Limited are committed to providing a safe, healthy and productive working environment for all our staff, customers and visitors. This includes ensuring that all staff are fit to carry out their duties safely and effectively in a working environment which is free from alcohol and drug misuse. All staff are expected to arrive at work fit to carry out their duties and to be able to perform them safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

For the avoidance of doubt, ADM Surveyors Limited has a zero tolerance on being unfit for work due to alcohol and drugs.

The policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, home workers, part time and fixed time employees, casual and agency staff (collectively referred to as staff in this policy).

This policy is principally intended to address risk which arises from the use or misuse of alcohol or drugs.

ADM Surveyors Limited operates a programme of drugs and alcohol testing carried out by an external provider. Arrangements will be discussed with affected members of staff at the start of each test. If you do not pass the test, ADM Surveyors Limited reserves the right to dismiss you with immediate effect without giving notice or making a payment in lieu of notice. Further, if you refuse to undergo a drugs and/or alcohol test, we reserve the right to dismiss you with immediate effect without giving notice or making a payment in lieu of notice.

The conditions which require or prompt a test being carried out are:

- *On recruitment into the company.*
- *On transfer to a Safety Critical role.*
- *On a random selection and unannounced basis.*
- *On a 'For Cause' basis including shortly after an accident/incident.*

All members of staff are required to support this policy by:

- *Participating in alcohol or drugs screening when requested.*
- *Telling Directors about any alcohol or drug-related problem they have or think they may be developing.*
- *Telling Directors about any prescription or over the counter medication they are taking which may affect their ability to work safely.*
- *Not coming to work in an unfit state as a result of consuming alcohol or taking drugs.*
- *Not possessing or supplying any illegal drug or other drug of abuse in the workplace or while at work.*

- *Not consuming illegal drugs or any other drug of abuse in the workplace, while at work or at any other time.*
- *Not consuming alcohol in the 12 hours prior to commencing on shift.*
- *Not discontinuing an agreed course of treatment for a drugs or alcohol related problem without good reason and with prior agreement with the Directors.*

The following conditions will result in a positive test being recorded:

- *More than 29 milligrams of Alcohol per 100 millilitres of blood.*
- *More than 13 micrograms of Alcohol per 100 millilitres of breath.*
- *More than 39 milligram of Alcohol per 100 millilitres of urine.*
- *If there is presence of an illegal drug.*
- *If there is presence of a drug for which there is no legitimate medical reason.*
- *If the laboratory finds the sample has been adulterated.*
- *A refusal to provide a screening sample when requested.*

Staff will face disciplinary action if:

- *Screening returns a positive result.*
- *They fail to notify their Directors of their use of over the counter medication that may affect their ability to work safely or which may influence the result of screening.*
- *They refuse to provide a screening sample.*
- *They provide an adulterated/diluted sample.*

It is likely that such disciplinary action may result in dismissal if actions are deemed to be gross misconduct.

Where appropriate, competency cards, including Sentinel cards will be withdrawn and the appropriate bodies notified.

The Managing Directors have overall responsibility for the suitability and effective operation of this policy. Managers have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

Where a manager considers that a deterioration in work performance and/or changes in patterns of behaviour of any member of staff may be due to alcohol or drug misuse, they should seek advice and assistance from Human Resources/Safety & Environmental Officer. If the manager considers the person to be unfit by reason of alcohol or drugs the person must be stopped from working, moved away from the work area, not allowed to drink or consume food until a 'For Cause' test is carried out.

If you notice a change in a colleague's pattern of behaviour, you should encourage them to seek assistance through their manager. If they will not seek help themselves, you should draw the matter to the attention of your manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so, you must tell the Directors without delay.

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address and company vehicles. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the disciplinary procedure.

Staff with an alcohol or drug problem are encouraged to seek help voluntarily and the company will assist with their rehabilitation, provided help is sought prior to failing a screening test. Personnel with alcohol or drug problems will be treated in strict confidence, subject to the provisions of the law. Absence for treatment and rehabilitation will be regarded as normal sickness.

Disciplinary action will be taken where help is refused and/or impaired performance continues and in cases of gross misconduct. Instances of possession/dealing will be reported to the police.

We will provide staff with general information about the effects of alcohol and drugs on health and safety.

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

Steven Masic
Managing Director



Sam Kenyon
Managing Director



Reviewed: December 2022