

# POLICY

## Drug & Alcohol

### PAY4PROPERTY Ltd Policies

#### **Purpose:**

Pay4Property Ltd (the Company) is committed to providing a safe and healthy working environment for all employees and those affected by our activities. This policy is designed to ensure as far as is reasonably practicable, that the health, safety, and/or conditions of any person will not be adversely affected. The misuse of drugs or alcohol by individuals can lead to an increased risk of accidents and incidents and this policy supports our guiding principles with regards to health and safety and employees' responsibility and accountability.

#### **Scope:**

**We strive to protect and support our employees and anyone working with us or affected by our activities**

This policy applies to all employees of Pay4Property Ltd. Where appropriate, any breaches of this policy will be dealt with via the Pay4Property Ltd Disciplinary Policy.

In certain cases this policy may be supplemented by specific client/contract requirements which, due to the hazardous nature of these contracts, may require a higher level of control and monitoring.

#### **Responsibilities:**

**The Company is committed through its guiding principles and accordant policies to provide a safe and healthy working environment for all**

The responsibility for the development, review and maintenance of this policy lies with the Directors of pay4Property Ltd.

All local Management are responsible for ensuring those under their remit adhere to this policy at all times and any suspected breaches must be dealt with speedily and in accordance with this policy and, if necessary, the Disciplinary Policy.

All employees must ensure that they are familiar with this policy and understand their own responsibilities in connection to this.

## **Introduction:**

**Substance abuse can threaten the safety and wellbeing of more than just the user. Pay4Property Ltd therefore operates a zero tolerance to any abuse discovered.**

Pay4Property Ltd acknowledges the issues and dangers that substance abuse can cause within society and as a responsible employer is committed to providing a safe and healthy working environment for its employees and relevant third parties that it may come into contact with.

Substance abuse is potentially a serious threat to the individual involved, his /her colleagues and any visitors to the Company's workplaces including the general public.

Therefore this policy sets out standards in order to maintain a drug and alcohol - free workplace and sets out minimum standards for so doing, whilst respecting the balance for individual privacy.

Whilst the Company has a zero tolerance to such abuse, it will encourage any individual who acknowledges that they misuse drugs and/or alcohol to seek help in overcoming any problem.

## **Policy Rules:**

**If you break the rules you could put others at risk and also lose your job**

In order to establish a drug and alcohol free workplace the following rules have been established:

- The company recognises that addiction to drugs and/or alcohol is an illness and as such would encourage that anyone who has such an addiction comes forward and seeks help. The Company does not have the expertise or resources to provide help directly but can signpost employees to their GP and other services to help identify a way forward.
- Any individuals who:
  - use, possess, manufacture or supply illegal drugs as defined by the Misuse of Drugs Act 1971 (The Act), on Company premises, or Company Property or workplace, or off Company Premises but on Company business, or
  - report to work under the influence of such drugs, or
  - test positive for such drugs

will be deemed to have breached this policy and will be subject to the appropriate action in accordance with the Disciplinary Policy. **In appropriate circumstances, this may result in the termination of employment (or contractual services) even for a first offence.**

- Any individuals who:
  - consume alcohol on Company premises (except Company approved functions) or
  - report to work under the influence of alcohol/drugs;
  -

will be deemed to have breached this policy and will be subject to the appropriate action in accordance with the Disciplinary Policy.

**In appropriate circumstances, this may result in the termination of employment (or contractual services) even for a first offence.**

Individuals on Company business outside of Company premises, who are not on all, may consume alcohol where this is included as part of corporate hospitality given to or received from Clients, Company sponsored events and any other events that have been approved by a senior Manager or Director. They should, however, ensure that such consumption does not prejudice themselves, any other member of staff or the Company's professional image or cause any embarrassment.

**As individuals, we take full responsibility for our own performances and decisions**

Where individuals have attended functions as set out above and consumed alcohol in excess of the amount permitted under the legal drink/drive limit, they must not:

- Return to their normal place of work
- Enter any premises or workplace under the control of the Company
- Be on call or offer themselves to assist in any work related activity
- Attempt to drive any vehicle
- If by way of consumption behave in a way that may prejudice the health and safety of others in the workplace

Individuals may return to work only when they are sure that they are compliant with Company policy and are no longer 'under the influence of alcohol'. Any individuals breaching the above will be subject to appropriate action under the Company disciplinary policy as described above.

Employees must advise their Manager if they are taking prescribed medication if it is likely to affect their work performance and/or safety. It is advisable to let the line manager know of any prescribed medication as a precautionary measure. Any prescribed drugs brought into the workplace must be retained in their original containers with labels. All information will be kept confidential and the Company will discipline any person breaching privacy or confidentiality.

### **Testing:**

**The Company reserves the right to carry out drugs and alcohol tests where there is cause for concern or in particularly sensitive or hazardous areas**

Where an individual refuses to undertake a test when requested, attempts to tamper with, or avoids any part of the drug or alcohol test procedure, this will be treated as having received a positive result.

The Company will use commercially available multi-drug testing kits. Where a positive test is found the test will be repeated with a test from a different manufacturer in order to confirm the result.

### **“For Cause”**

For Cause testing is undertaken:

- Where there is suspicion that an individual may either be under the influence of drugs or alcohol or has an addiction or substance abuse habit; or
- When an individual has been involved in an accident or a near miss; or
- When the Company has received information relating to potential alcohol or substance abuse or addiction. In this case, to protect confidentiality, the details of the information, which it reasonably believes has been provided in good faith, will not always be revealed to the individual; or

### **Random Testing**

Pay4Property Ltd reserves the right to undertake a programme of random testing to ensure compliance with this Policy.

### **PRE Placement**

Pay4Property Ltd reserves the right to include a Drug and Alcohol test regime to new employees prior to placing the individuals in the work force.

This section of the testing policy covers individuals who have received an offer of employment or have recently accepted an employment offer but have still to be placed in the Pay4Property Ltd workforce.

This promotes a safer environment and promotes a drug free attitude within new hires and experienced staff.

### **Confidentiality**

All results and information in relation to drug and alcohol testing will be dealt with in strict confidence and released only to the Line Manager of the individual tested, the individual themselves and the Directors of Pay4Property Ltd.

### **Immediate actions following test result – Alcohol (Random, “For Cause” and preplacement)**

- A negative result will be advised to the Line Manager and the individual and a record made;
- If the alcohol reading is high (above the drink drive limit 35 micrograms of alcohol in 100 millilitres of breath /22 micrograms of alcohol in 100 millilitres of breath in Scotland) the individual will be deemed to have tested positive and he or she will immediately be suspended from work. The company will arrange for the individual’s safe transport home; he/she will not be permitted to drive away from

the workplace. Disciplinary procedures will then be instigated which may result in summary dismissal, even for a first offence.

### **Immediate actions following test result – Drugs (“For Cause” Random and preplacement)**

- A negative result will be advised to the Line Manager and the individual and a record made;
- If the initial result is “non-negative” i.e. indicative of a recent drug use, the individual will be advised that a second sample needs to be taken
- The individual will be reminded that contradictory readings may occur

**If an individual declares he/she has been taking medication prior to testing that may cause a positive screening result, the individual will not be suspended from site. If the medication is declared AFTER a positive result, the individual will be suspended from site.**

### **Employees Responsibilities:**

**Do not put yourself and your colleagues at risk by breaching this policy and do not act in such a way as to encourage others to do the same**

The following are applicable to all employees and workers and can be in addition to any local contract/client requirements; individuals must therefore:

- Familiarise themselves with this policy, and to any additional working practices established at their workplace, and all the implications arising from a breach
- Let their Doctor and/or Pharmacist know the nature of their work so that they can be correctly advised of any side-effects of taking prescribed drugs that may affect their performance and/or safety at work. Where there may be potential issues the employee must advise their line Manager
- If there is a need to take prescribed medication whilst at work then it must be stored appropriately, in its original packaging and the line Manager advised.
- Refrain from attending work after having consumed so much alcohol/drugs as to impair their safe work performance or compromise the safety of others and advise their line manager of this absence reason;
- Avoid covering for or colluding with colleagues whose behaviour and performance is, or could be affected by, the taking of illegal or prescribed drugs or the consumption of alcohol
- Urge colleagues to seek help if they have problems arising from the use and/or abuse of drugs and/or Alcohol
- To consult their Manager or any other Company nominated person if they believe they have or are developing a drug or alcohol related problem

### **Managers Responsibilities:**

**Managers do not condone unacceptable behaviour by enticing employees to breach Company policy**

The following are applicable to Managers who need to take the following actions:

- Familiarise themselves with this policy and ensure that the content is conveyed to all employees and 3rd party workers coming under their remit
- Prevent anyone from working if, in their opinion, that person could be a danger to themselves and/or others due to drug/alcohol abuse/consumption

- To be aware of and sensitive to changes in work performance, attendance, absenteeism and accident patterns and to take appropriate action, including disciplinary action where necessary.
- Ensure that all contractors and temporary workers are aware of and comply with this policy

**Be alert and aware – keep an eye out for changes in peoples behaviours and appearance – it may indicate an underlying issue**

### **Complaints**

If an employee has a complaint about the way in which an alcohol and drug test has been conducted, he/she can raise this informally with a Director of Pay4Property Ltd. If an employee prefers to raise a formal complaint, he/she should refer to the company's grievance procedure.

### **Equal Opportunities**

In line with its equal opportunities and dignity at work policies, the organisation will take steps to ensure that this policy is not used in a discriminatory manner against any employee and that no individual is unfairly targeted. The organisation will take step to ensure that employees' dignity is respected at all times.