

## **Alcohol & Drugs Policy Statement**

### **Introduction**

1. The Company, as an employer mindful of the welfare of all its employees, is concerned that the use of alcohol and/or drugs by its employees should not impair their health and social life. Moreover, to the extent that misuse of alcohol and/or drugs may have detrimental effects on an employee's attendance and work performance, the interests of the Company and its other employees are invoke.
2. The Company regards an individual's dependency on either alcohol or drugs as an illness. The same provisions and allowance for treatment will be made as for other illnesses.
3. The Company has considered it appropriate to draw up an alcohol and drug policy and this it has done in consultation with Directors' and Safety Representatives and this statement and policy has their full support.
4. For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

5. The policy is intended to apply to all staff and employees employed directly or indirectly by Bathgate Flooring.
6. The Company will assist any member of staff who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling. Staff who suspect or know that a colleague has an alcohol or drug problem may wish to encourage him/her to seek help.

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(a) Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner. If the Company believes that an employee is dependent on alcohol or drugs it may require that employee to attend an interview with the Company's Occupational Health Nurse. The Occupational Health Nurse will then provide the Company with a report on the employee's condition and advice regarding treatment strategy and his/her suitability to fulfill his/her responsibilities to the Company.

(b) If it is shown that the working environment is contributing to a dependency problem, then the Company will take all reasonable actions to ameliorate such problems.

(c) It is hoped that any member of the Company who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.

(d) Someone whose dependency on drink or drugs has come to the attention of a Head of Department - possibly through difficulties at work - will, in the first place, be encouraged to discuss his/her dependency problems and also, if appropriate, be advised to seek medical assistance.

(e) The Company will regard anyone seeking help as having a health problem and will cooperate to enable appropriate help/treatment to be obtained.

They will treat reasonable absences for advice and treatment for dependence on alcohol or drugs as sick leave according to the terms and conditions outlined in their Contract of Employment. The need for confidentiality will be respected.

(f) If, because of an alcohol or drug dependency, a person's performance at work/behavior is suffering and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment.

Should help be refused or treatment unreasonably discontinued or, after a reasonable interval there is no improvement in behavior and/or work performance remains poor, disciplinary procedures will be resumed or initiated. Such procedures may result in the termination of an individual's appointment.

(g) An individual has the right to be accompanied/represented by a Safety Representative or a colleague in discussions over alcohol or drug dependency.

(h) If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger himself/herself or others, prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation the employee's alcohol or drug dependency will be taken into account, but it will not necessarily free the person concerned from the consequences of his/her conduct.

In rare cases an employee who develops dependency on alcohol or drugs may become unsuited to his/her particular post. Special consideration will need to be given to the position of such employees and, wherever possible, a suitable alternative post sought.

(i) Agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a member of staff's general conditions of service.

(j) The Company will continue to provide alternatives to alcohol on all appropriate occasions, in addition to the provision of or sale of alcoholic drinks.

The General Manager is responsible for the implementation of the policy and its day-to-day operation

Signed..... Date....21<sup>st</sup> September 2020.....

Position: Managing Director