

## Drug & Alcohol Policy

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Human Resources Management Guide	Page 1 of 3
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## Drug & Alcohol Policy and Procedure

### Consumption of Alcohol and Drugs

We are committed to providing a safe, healthy, and productive working environment for all employees, contractors, customers and visitors involved in its operation. This policy sets out our aims in reducing and managing alcohol and drug problems in the workplace.

The consumption of alcohol on Company premises is strictly forbidden unless authorised by your Manager. Evidence of alcohol on breath whilst at work or evidence of alcohol consumption affecting employees work activities may result in disciplinary action being taken

The taking of any drug other than as prescribed for medical reasons on the company's premises is strictly forbidden and will result in disciplinary action.

Alcohol and drug problems are associated with a wide variety of costs for employers and employees. These costs include ill-health sickness absence, reduced work performance, and accidents. Consumption of drugs and alcohol (including prescription and over the counter drugs) or intoxication during working hours implicates the health and safety of the individual and others, since these substances impair coordination, judgement, and decision making. Irresponsible behaviour resulting from the misuse of drugs and/or alcohol may damage our reputation and/or business, and as such, is a policy matter.

#### Definitions:

Alcohol abuse – we define alcohol abuse as any drinking, either intermittent or continual, which interferes with health and/or social functioning and/or work capability or conduct.

Drug – we define drugs as illegal, prescribed and over the counter medicines and solvents. In the case of prescribed and over the counter drugs, we recognise that their possession and use by the employee is legitimate.

Drug abuse – we define drug abuse as the use of illegal drugs, the deliberate misuse of prescribed or over the counter drugs, and the use of solvents, either intermittent or continuous, which interfere with health and/or social functioning and/or work capability or conduct.

We recognise the duty to protect the health, safety, and welfare of employees and others who are (or may be) affected by their activities, as far as is reasonably practicable, and we are committed to taking measures to ensuring this safety. Under the Management of Health and Safety at Work Regulations 1999, we will carry out a risk assessment to identify workplace hazards and put measures in place to minimise these risks. Under the Misuse of Drugs Act (1971), it is illegal for anyone, to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow an employee, customer, or service user to dispense, manufacture, possess, use or sell drugs on their premises.

### Policy Rules

We require all employees to come to work free from the effects of alcohol and drugs. Working under the influence of alcohol or drugs, or consuming alcohol or drugs during hours of work, including paid and unpaid breaks, is unacceptable behaviour. Employees found in possession of illegal drugs or using illegal drugs while at work will normally be reported to the police. If the legitimate use of prescribed drugs is likely to affect job performance and safety, employees should inform their line manager immediately.

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Human Resources Management Guide	Page 2 of 3
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## Identifying a problem

Substance misuse may become apparent through a number of signs. The following list of signals (particularly in combination) could indicate an issue. This list is not exhaustive.

- Persistent short-term absence.
- Frequent unauthorised absence.
- Recurrent small accidents.
- Poor time keeping.
- Inconsistency in work performance.
- A breakdown in working relations.
- Paranoia/aggression.
- Deterioration in physical appearances, such as dental problems/weight loss.

Colleagues may be the first to notice when an employee is misusing substances. If a member of staff suspects an alcohol or drug problem in a colleague they should either:

- Encourage the person to seek help from support agencies.
- Report the matter to a manager (this is essential if the person is involved in a safety critical job).

The Company reserves the right to carry out drug and alcohol testing randomly, following any accident, incident or near miss and where there are suspicions of misuse/being under the influence. The procedure for this is held in operational departments and monitored/observed by the HR department.

## Misconduct

Our policy is principally concerned with ongoing issues of substance misuse. We class these as 'capability issues' as the problem will primarily impact how the individual performs their job. In circumstances where an employee breaches the policy on an individual case, such as reporting for work drunk or being under the influence of drugs at work, we will class this behaviour as a conduct issue and handle it via the normal disciplinary procedures.

If an employee, for example, is violent at work while under the influence of any substance or deals illicit substances at work or any other very serious incident, we will consider this serious misconduct and are justified in summary dismissal.