

Alcohol and Drugs Policy

Alcohol and drug misuse or abuse can be a serious concern within the workplace. Staff who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. Skills4Stem has a duty to protect the health, safety, and welfare of all staff. However, the Company recognises that, for several reasons, staff could develop alcohol or drug related concerns. In relation to drugs, these rules apply to those that are unlawful or illegal under the criminal law, including psychoactive substances, i.e. those which are capable of producing a psychoactive effect in a person who consumes them and which are not exempted substances, and not to prescribed medication. Although alcohol is an exempt substance for the purposes of the criminal law on drugs, it is still covered under the terms of this policy. The purpose of these guidelines is to promote a responsible attitude to the consumption of alcohol and drugs and to offer assistance to staff who request it.

Information, advice and support

It is Skills4Stem's intention to manage situations where a colleague has drug or alcohol related concerns constructively and sensitively. When it is known or suspected that an employee has a dependency of drugs or alcohol the Operations Manager, will be able to provide advice and guidance on how to seek suitable assistance to support the individual and their situation. The primary objective of any discussions will be to assist the individual in as compassionate and constructive a way as possible. Any discussions problem and follow up meetings will be strictly confidential unless the colleague agrees otherwise.

If you are concerned about your dependency or use of alcohol or drugs, you should seek appropriate support from a professional. If you have an alcohol or drug concern which is considered to affect your conduct or performance at work and you refuse the opportunity to receive help, the matter will be referred to as a concern under the Company's disciplinary procedure. Likewise, if after accepting counselling and assistance, and following review and evaluation, your conduct or work performance reverts to a concerning level, the matter may also be dealt with through the disciplinary procedure.

Prohibition on Alcohol and Drug Consumption in the Workplace

- Alcohol or drugs must not be brought onto or consumed on Company premises at any time. This includes events where you are either at work or attending any training courses, whether internal or external.
- Staff are forbidden to drink alcohol or take drugs if they are required to drive private or Company vehicles on Company business – see the Driving Whilst on Company Related Business Policy or the Cars and Car Allowances Policy (as applicable) for further information.
- Staff must also not drink alcohol or take drugs when they are on operational standby or on call.
- Staff and those attending training must not be in the possession or be consuming performance enhancing drugs used for “doping” purposes, even if they are not unlawful under the criminal law, unless they have been medically prescribed by a doctor.
- Where Skills4Stem staff could drink alcohol during work breaks, they are expected to do so with moderation. To note – Those that operate and are responsible for operating material, should not do so and any instances of concern should be reported to the Health and Safety representative or senior management.
- Staff representing the Company at business/client functions or conferences or attending Company organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Prohibition on alcohol and drug consumption outside of the workplace (personal)

Social drinking after normal working hours and away from the Company's premises is, of course, generally a personal matter and does not directly concern the Company. The Company's concern only arises when, because of the pattern or amount of drink involved, the colleague's attendance, work performance or conduct at work deteriorates.

A breach of these provisions would be considered in accordance with the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the colleague's dismissal (see further below).

Alcohol and Drug Related Misconduct

Whilst these guidelines are provided to support staff with alcohol or drug related concerns, action will nevertheless be taken under the Company's disciplinary procedure if misconduct takes place at work as a result of drinking or taking drugs, or if an employee is found to be under the influence of alcohol or drugs whilst at work, and this includes when driving private or company vehicles on company business (see the driving whilst on company-related business policy or the cars and car allowances policy- as applicable)

A small amount of alcohol can affect work performance and, if a colleague is found under the influence of alcohol whilst at work, there could be serious health and safety consequences. The same applies to being under the influence of drugs.

Incapacity or misconduct caused by an excess of alcohol or drugs at work (including being over the legal alcohol limit or drug limits, or being unfit to drive because of taking drugs, when driving private or company vehicles on company business) is a potential for gross misconduct under the company's disciplinary procedure and therefore there is the possibility that the colleague could be dismissed.

In addition, if it is found that a colleague is buying or sell drugs, alcohol or smoked tobacco products or to be in possession of or consume drugs on the company's premises, (and this includes buying or selling drugs, alcohol or smoked tobacco products from and being in possession of or consuming drugs in company vehicles), this could also lead to actions being taken under the company's disciplinary procedures.

Skills4Stem reserves the right in any of these circumstances to arrange for the colleague to be escorted from the premises immediately and sent home without pay for the rest of the day or shift. The Skills4Stem also reserves the right to suspend the colleague on full pay while carrying out an investigation.

Alcohol and Drug Testing

In accordance to the processes required for protecting our colleagues health and safety and where we are satisfied that the benefits to the Company of testing justify any adverse impact on colleagues, (i.e. it is a proportionate and necessary means of achieving a legitimate business aim) Skills4Stem reserve the right to carry out random alcohol and drug screening tests for those colleagues in the workplace whose activities and job duties have a significant impact on the health and safety of others, including those [whose job duties involve driving/who operate machinery/whose job duties involve having responsibility for the care of children or vulnerable adults].

Skills4Stem will keep a record of all tests conducted, including the date and results of each test as well as the identity of the colleague. This information will be stored confidentially and in accordance with data protection requirements. It will be reviewed on a regular basis to ensure that tests are being carried out fairly, genuinely, and randomly and that they are not being used in a discriminatory manner against any colleague.

A colleague may also be tested for alcohol and drugs in any case where they have been involved in or have wholly or partly caused a workplace accident, or where they have otherwise been involved in an incident that caused a danger or potential danger to health and safety. The colleague will be advised if this is the criterion used for testing.

Alcohol and drug testing will be carried out only by suitably competent and qualified professionals from an external specialist alcohol and drug testing company. Staff will be advised which drugs they are being tested for and measures will be put in place to ensure the confidentiality of test results and staff privacy and dignity is always respected. Checks will be carried out to avoid any false or incorrect results and staff will be informed of their test result.

If a colleague receives a positive test result, and depending on the circumstances of the case, this will be viewed as a gross misconduct and will render the colleague liable to dismissal in accordance with the Skills4Stem Disciplinary Procedure.

Unreasonable refusal to submit to an alcohol or drug screening test will also be managed through the disciplinary procedure.

Written By	Revision Date	Revision Number	Approved By	Review Date
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Darren Cass (Reviewed)	Nov 21	3	 A Lewis	Nov 22