Title: VALLEY PROVINCIAL LTD ALCOHOL AND DRUGS POLICY

Introduction

Our employees are our most valuable asset and their health and safety is of the utmost importance to us.

The Company is committed to maintaining healthy, safe and productive working conditions for its entire staff. Drug and alcohol misuse has the potential to damage the health and wellbeing of our employees and threaten the success of our business.

The Company recognises the impact that drugs and alcohol may have on an individual's ability to work safely and correctly and aims to ensure a working environment free from the inappropriate use of substances and where employees are able to carry out their duties in a safe and efficient manner.

The Company recognises that in certain circumstances an alcohol or drug problem can be an illness.

Employees are also required to take reasonable care of themselves and others who could be affected by what they do.

There are often signs that might suggest that someone has a problem. These include a decline in work performance; a poor attendance record; unreliability; unexplained injuries; and changes in behaviour, such as irritability and lack of concentration.

This policy is designed to prevent and treat problems created in the workplace by inappropriate alcohol consumption and drug usage, in light of the potential dangers to the health and safety of alcohol and drug users and their colleagues if an alcohol or drug-related problem is untreated.

This policy has been agreed in consultation with employees and will be regularly reviewed by the Company in order to ensure its effectiveness.

Any employee who has concerns about any aspect of this policy or its operation should contact their line manager to discuss their concerns in the first instance.

Policy objectives

This policy aims to:

- Alert all employees to the risks and potential harm associated with drinking alcohol and using drugs and to promote good practice and a progressive change of behaviour and attitude concerning use.
- Encourage and assist employees who suspect or know that they have an alcohol or drug problem to seek help and appropriate treatment at an early stage.
- Achieve a balance between supporting individuals who come forward with a problem and the overriding needs of the business, including to maintain health and safety and to ensure employees perform efficiently in their roles.

Policy application

This policy applies to all employees within the Company whilst they are carrying out their work-related activities or duties when representing the Company, whether on Company premises or elsewhere on Company business, including at customer premises and in Company /privately owned vehicles.

If an individual is visiting or working on third party sites, and their substance misuse policy applies stricter rules/limits, that shall take precedence. This includes the possibility of random testing.

For the purposes of this policy the term 'drug' includes:

- substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
- prescribed and over-the-counter drugs, where these are misused;
- solvents and any other similar substances; and
- psychoactive drugs and new psychoactive substances (formerly known as 'legal highs') (even where these may not be banned under the Misuse of Drugs Act 1971).

All employees should familiarise themselves with this policy and must comply with the rules set out in it. In addition to the Company's employees, the requirements of this policy must be observed by all agency staff, contractors, consultants and any other individual working for, at or on behalf of, the Company.

The Company reserves the right to make additions or alterations to the policy from time to time after appropriate consultation has taken place with staff.

Responsibilities under this policy

The Company's management has overall responsibility for the operation of this policy.

Managers are responsible for:

- promoting the policy and ensuring its effective implementation in their teams;
- ensuring that they understand their responsibilities for action under the policy and for confidentiality, to ensure consistency of approach;
- undertaking appropriate training when it is provided; and
- being alert to the signs of misuse of alcohol and drugs and dealing with individual cases in accordance with this policy.

All employees are expected to:

- familiarise themselves with this policy and the implications of breaching it;
- take personal responsibility for their own alcohol consumption and/or drug use; and
- recognise that prescribed and over the counter medication may cause impairment to their safety and performance at work.

Company rules on alcohol and drugs

The use of alcohol and drugs can lead to reduced levels of attendance at work, reduced productivity and performance, impaired judgement and decision-making and increased risks to the health and safety of the individual concerned and others including, in serious cases, the risk of serious injury or death. In some cases, this may result in criminal prosecution or other action that in turn may damage the Company's reputation and business.

All employees are expected to arrive at work fit to carry out their duties and to remain able to perform their duties throughout the working day, without any limitations or impairment due to the use, or after-effects, of alcohol or drugs.

The Company's rules on alcohol and drugs at work are as follows:

• Zero Tolerance (Alcohol): Staff should not drink alcohol during the normal working day, at lunchtime, at other official breaks or at any time before work whenever their work performance might be affected by such consumption. This includes official, work-related meetings and events, unless prior authorisation by a Director has been given and then, limited tolerance as described below should be adhered to. Drinking alcohol at work, or an employee attending for work where their

work performance is affected by the consumption of alcohol will be treated as gross misconduct under the Company's disciplinary procedure and could lead to dismissal.

- **Limited Tolerance** (Work Events): The Company expects all employees to behave in a professional and responsible manner when at work, work-related functions and at work-related social events. If employees attend work-related functions or social events where alcohol is served, they must at all times act in a way that will not have a detrimental effect on the Company's business or reputation. Those entertaining clients or representing the Company at such events must remain professional and fit for work.

AND

- **Zero Tolerance (Drugs):** The use of drugs (as defined above) by members of staff is prohibited at any time when at work, work-related functions and at work-related social events or before or outside work whenever work performance might be affected. An employee attending for work where their work performance is affected by the use of drugs (as defined above) will be treated as gross misconduct under the Company's disciplinary procedure and could lead to dismissal.

- Any employee who is prescribed medication must seek advice from their doctor or pharmacist about the possible effect on their ability to carry out their duties including on their ability to drive and/or operate machinery and whether their duties should be changed, or they should be assigned to a different role on a temporary basis. If they are advised that the medication could affect their ability to carry out their duties and/or drive; and/or such medication is covered by the Misuse of Drugs Act 1971, the employee should immediately discuss the relevant issues with their line manager.

For the avoidance of doubt, using a controlled drug prescribed by a doctor shall not be treated as gross misconduct. However, you must comply with the notification requirements above and the requirements of any relevant risk assessment and failure to do so could result in disciplinary proceedings being brought against you.

Dispensing, distributing, possessing, using, selling or offering to buy drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on the Company's premises will be reported immediately to the police.

Various offences relating to driving or attempting to drive a motor vehicle on a road or other public place, when unfit through drink and/or drugs and/or when under the influence of drink and/or drugs are set out in legislation. Any such activity (including reasonable suspicion of it) will be reported immediately to the police. Conviction for drink-driving and/or drug-driving may harm the Company's reputation and, where an employee's job requires them to drive, that employee may be

unable to continue to do that job. Committing a drink-driving or drug-driving offence while at work or at any time will be treated as gross misconduct and could lead to dismissal.

Any breach of these rules will be treated as gross misconduct and the employee could be liable to dismissal under the Company's disciplinary procedure.

Seeking help

An employee who considers they may have drug and/or alcohol issues is encouraged to raise the matter with their line manager. Alternatively, employees can speak with the HR Manager if they prefer. They are also encouraged to seek medical advice and assistance as soon as possible.

Such help can also be accessed through the Company's Employee Assistance (EAP) helpline with BUPA. For a confidential chat please call 0800 269 616. Please speak to HR for further information.

Observing colleagues

Any member of staff who is concerned that a colleague may have drug and/or alcohol issues should raise the issue with their line manager.

Drug and alcohol examination and testing

If the Company suspects that there has been a breach of the above provisions, or suspects that an employee's work performance or conduct has been affected through drug or alcohol use, the Company may at its discretion require the employee to undergo a medical examination to determine the cause of the problem.

To assist in the effective implementation and operation of this policy, the Company reserves the right to require certain employees to undertake alcohol and/or drug testing tests when required to do so, namely, but not limited to:

- all staff who are subject to a requirement to undergo annual medical checks;
- any person who has been involved in a workplace accident, near miss or any incident that caused or could have caused a danger to health and safety;
- any person who management has reasonable grounds to believe or suspect:
    a) is or may be under the influence of alcohol and/or drugs, or
    b) that their work performance has been affected by alcohol and/or drugs.
- following a criminal conviction which relates to drugs or alcohol including activities which have taken place outside of the workplace;

- following an accident in a Company vehicle or a vehicle in working time;
- following an incident resulting in damage to Company property; and/or
- following a report from a member of the public of dangerous driving in a Company vehicle.

The Company may from time to time, request alcohol and drug testing be carried out on members of staff who work in safety-critical roles, including those working with machinery, whose job duties involve driving, whose job involves responsibility for the safety or care of others and where clients or suppliers demand this. If tests are undertaken it will be explained to the person who is being tested what they are being tested for.

Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.

Where the Company believes that examination and/or testing is required, the Health and Safety Officer will be responsible for this process. The process will identify any immediate risks, the need for examination and/or testing and any action required. Employees, Line Managers and work colleagues are therefore responsible for notifying the Health and Safety Officer immediately following any concerns or incidents as detailed above.

Where there is cause for concern, the individual must immediately cease all work and must not drive any vehicle. The Health and Safety Officer will then meet with them, to discuss the process to be followed. Where the individual is off-site, arrangements for transport will be made for them to return to the Head Office.

Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of these rules and may be treated the same as a positive test result.

Testing will be conducted under the direction of the company directors, and test results interpreted by a professional external service that meets appropriate standards and best practice guidelines. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it independently analysed and to address any alleged discrepancies. Other arrangements relating to testing will be discussed with affected members of staff at the time.

When testing for alcohol, any alcohol found in the employee's system will usually be treated as a positive result. When testing for drugs, any drugs found in the employee's system unless already declared as being taken will usually lead to a positive finding.

Testing results

Where there is a negative result for the testing undertaken, no further action will be taken.

If there is a positive result from the testing, this will be considered to be a breach of this policy and will be treated as gross misconduct. Individuals will be dealt with in accordance with the Company's disciplinary procedure and are liable to dismissal.

If the test result is non-negative, the sample will be sent to a third party provider for further testing. An individual may be suspended on full pay whilst the test result is confirmed.

If a test is refused due to an individual not being in a fit and able position to give consent or there is an active refusal to take a test, this will be treated the same as a positive test result.

Confidentiality

The Company aims to ensure that matters concerning alcohol or drug misuse will be kept confidential as far as possible. However, in certain circumstances it will be necessary to inform an employee's line manager of alcohol/drug issues, if the employee has not approached their line manager already.

Data protection

The Company will ensure that test results are treated confidentially as far as is possible. Test results and subsequent confidential information will be processed in accordance with the Company's Data Protection Policy which is in line with the General Data Protection Regulation (GDPR), the Data Protection Act 2018.

The Company may utilise an external drug and alcohol testing company to carry out the appropriate testing. If such an external company is used, we shall ensure that there are appropriate terms and conditions in place to ensure that any test results will be processed securely.

The Company will ensure that any drug and alcohol testing will be carried out only by qualified personnel.

Other sources of information and support

Information and support is available from a number of organisations, such as:

- **Drinkline**—a government-funded free service: helpline: 0300 123 1110; website: www.drinkaware.co.uk
- **Talk to FRANK**—a government-funded free service, previously the National Drugs Helpline, helpline: 0300 123 6600; website: www.talktofrank.com
- **Alcoholics Anonymous**—a self-help group for people who acknowledge they cannot handle alcohol. Services are free. Helpline: 0800 9177 650; website: www.alcoholics-anonymous.org.uk
- **Narcotics Anonymous**—a self-help group for people who want to stop using drugs. Services are free. Helpline: 0300 999 1212; website: www.ukna.org
- **Cocaine Anonymous**—national self-help group specifically for cocaine users. Helpline: 0800 612 0225; website: www.cocaineanonymous.org.uk
- **Adfam National**—an organisation that works with and on behalf of families affected by drug and alcohol problems; website: www.adfam.org.uk

Monitoring and review

All aspects of this policy are to be reviewed annually.

Signed: Paul Brown _____

Paul Brown, Managing Director

Date: **20.12.2024** _____

Review date: **20.12.2025** _____