

ETHICS, ETHOS & BUSINESS PERFORMANCE

8. Drugs and Alcohol

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McFT recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business. The effects of drug and alcohol misuse range from absenteeism, low productivity and increased disciplinary action to injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned. The policy applies to all workers and employees from senior managers to temporary workers and contractors.

McFT encourages all staff to take responsibility for awareness of the problems, but ultimately responsibility for the operation of this policy lies with the Managing Director.

McFT is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all persons coming onto the Company's premises.

McFT will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the Company (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, customers and the public.

McFT prohibits the drinking of alcohol by employees and contractors at any time in the workplace or on company business. McFT will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

McFT expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on McFT or client premises, in company vehicles or at a company function, they will be regarded as serious, will be investigated by McFT, and may lead to disciplinary action and possible reporting to the police.

No employee or other person under McFT's control shall, in connection with any work-related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management for the purposes of official company entertaining];
- store drugs or alcohol in personal areas such as lockers and desk drawers; or
- attempt to sell or give drugs or alcohol to any other employee or other person on the company premises.

Employees must inform the line manager, regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and McFT will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

Definitions

- **Alcohol Misuse** is defined as consumption during working hours, or attending work under the influence of alcohol.
- **Drug Misuse** refers to the illegal use of substances and the misuse of prescribed drugs and other substances such as solvents.
- **During Working Hours** includes during breaks, on the way to work and on the way from work, whilst using company vehicles.

The Rules

McFT does not permit:

- Drug or alcohol misuse during working hours
- Being under the influence of drugs or alcohol during working hours
- Encouraging others to misuse drugs or alcohol

Safeguards

McFT recognises that difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- Absence for treatment and rehabilitation for drugs and alcohol problems will be regarded as normal sickness.
- It will be recognised that relapses can occur.

This policy will be monitored and reviewed regularly in consultation with workplace representatives to ensure that it continues to be appropriate and effective.

Confidentiality

If an employee or worker requests help from the Managing Director prior to the management being aware of poor performance, then in accordance with the disciplinary or capability procedure any information regarding an employee's or worker's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

Help

McFT can offer practical support to those experiencing problems. We may be able to refer employees to an appropriate advisory service, for example. The organisation encourages employees to seek specialist help if they feel that they have an alcohol or drug problem

Information

McFT is also committed to providing information to employees about the effects of drugs and alcohol on health and safety. Please ask the Managing Director or the Health and Safety Consultant should you require information of this nature.

Disciplinary Action

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where help is refused and/or impaired performance continues.

- Dismissal may arise from disciplinary action.
- Possession of and dealing in illegal substances will be immediately reported to the police in all cases; there is no alternative to this procedure.