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Date:	17/08/2023
Approved by	GK

ALCOHOL AND DRUGS POLICY

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1. Policy Statement

Campbell & Kennedy Maintenance endeavours to ensure that the use of either alcohol or drugs does not cause risk to the health and safety of others or impair the efficient running of the organisation.

When the misuse of alcohol and/or drugs has an adverse effect on attendance, performance or conduct, the Company reserves the right to invoke applicable company policy to address the issue.

The Company realises that the misuse of alcohol or drugs can be a health problem and will use its discretion to offer support and assistance where appropriate.

2. Guiding Principles

Drug and alcohol problems can fall into two categories:

- **Non-dependency Problem**
Overindulgence of drugs and/or alcohol affecting attendance, performance or conduct on a one off basis.
- **Dependency Problem**
Long term dependency on drugs and/or alcohol which impacts attendance, performance or conduct on an on-going basis.

An individual with a non-dependency problem will be dealt with through the Disciplinary Policy.

An individual with a dependency problem will be dealt with under the Attendance or Capability Policy as applicable.

Either category could lead to formal action including dismissal.

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3. Eligibility

This policy applies to all employees and where appropriate all visitors to CKM.

4. Conditions and Rules

Use of Alcohol

The Company recognises that individuals may choose to drink alcohol however, anybody who in the Company's view is under the influence of alcohol, may be disallowed from attending work.

The consumption of alcohol at authorised work functions, on company business or when purchased from the Company on Company premises is permitted with management approval only and must be conducted responsibly without damage to the company's business or reputation. Any individual attending a work function, on Company business or who consumes alcohol during a meal or rest break who is driving a vehicle (whether a company vehicle or a private car) will be expected to keep within legal alcohol limits.

In respect of the consumption of alcohol (other than at work functions or whilst on Company business) Heads of Department must follow one of the guidelines set out below:

- To allow alcohol consumption, in moderation, or
- To disallow alcohol consumption during meal or rest breaks.

It is the responsibility of the employee to confirm with their Head of Department as to which of the options above apply to their meal or rest breaks.

Conduct outside work hours or a conviction for an offence due to the influence of alcohol which damages the reputation of the Company, undermines confidence in the employee or adversely affects the employee's relationship with colleagues or which affects the employee's ability to carry out their duties may be regarded as gross misconduct and could lead to dismissal.

Use of Drugs

These rules cover the use of illegal drugs (e.g. cannabis, amphetamines, hallucinogens, narcotics, cocaine etc.) and misuse of legally prescribed drugs such as anti-depressants or stimulants or substances such as glue, lighter fuel and solvents.

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It is a criminal offence to use, possess or deal in any controlled substances and any employee found on Company premises during work hours or on Company business involved in any of these activities may be regarded as having committed an act of gross misconduct. The Company reserves the right to call the police in any case it deems necessary.

No employee is permitted to attend work under the influence of drugs.

Employees on medically prescribed drugs must notify their manager if there is likelihood that such medication could affect job performance and safety.

The use of drugs outside work hours or being charged or cautioned for an offence in connection with drugs at any time may be regarded as an act of gross misconduct if it could bring the company into disrepute, undermines confidence in the employee, adversely affects the employee's relationship with colleagues or affects the employee's ability to carry out their duties.

Help Available to Employees

The Company provides a variety of supportive services to individuals which can be accessed via Human Resources.

The employee may be treated as being on sick leave when undergoing treatment or, if necessary, will be allowed reasonable time off to attend rehabilitation programmes. Payment of Company Sick Pay during this time will be at management's discretion.

The Company will respect the confidentiality of employees who request assistance and support. Confidentiality will also be maintained between the employee and any counselling provider, subject to the provision of reports on attendance and general progress.

Criminal Offences

The Company may ask the employee to allow a search in the event of suspected possession of alcohol, non-prescription drugs or illegal substances on the employee's person, personal belongings, Company vehicle or vehicle parked on Company property. Failure to agree to the search may be treated as a disciplinary matter.

The Company will conduct its own investigation into the matter. Police involvement may be necessary and disciplinary action may be taken.

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Testing

The Company reserves the right to request that an employee submit to a drugs or alcohol test if they are suspected of being under the influence of drugs or alcohol on Company premises or on Company business.

Failure to agree to such a test may result in disciplinary action.

Monitoring

The Company may make use of Closed-Circuit Television Cameras to ascertain whether or not employees are involved in the use or possession of controlled drugs on Company premises or on Company business.

Telephones calls may be monitored from time to time for the primary purpose of quality control and training. If, however, such monitoring indicates that employees are involved in the use or possession of controlled drugs, the tape of the telephone call may be used as part of any investigation or disciplinary procedure.

5. Impact of the Policy on Conditions of Employment

This Policy does not form part of the Contract of Employment.

6. Declaration

This policy statement will be regularly reviewed and updated, as necessary. The management team endorses these policy statements and are fully committed to their implementation.

Signed _____  Date: 17/08/2023

G. Kennedy, Director