

It is the purpose of this Policy to prevent any person working whilst under the influence of, and to ensure no person is harmed either directly or indirectly due to, the use of drugs or alcohol.

JS Wright & Co Ltd. is concerned about the damage that the use of drugs and alcohol may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of other employees, sub-contractors and members of the public.

JS Wright & Co. Ltd. will:

- increase the general awareness and knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and encourage individuals with drug or alcohol problems to seek help and assistance as appropriate
- assist Line Managers to identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems
- make clear that JS Wright & Co. Ltd. regards excess/inappropriate/illegal alcohol consumption or drug use as incompatible with acceptable employment performance, by ensuring that clear statements of the company rules regarding drug and alcohol are communicated to the workforce
- generally, take a welfare-based approach when dealing with individuals having drug or alcohol problems; however, the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked
- ensure support is available to employees who have a drug/alcohol problem and encourage them to seek help voluntarily. This includes, but is not limited to, the following:
  - BHSF Helpline (direct employees only)
  - JS Wright & Co. Ltd. Mental Health First Aiders/Champions
  - Alcoholics Anonymous
  - Narcotics Anonymous
  - Line Manager

(If help is refused and/or impaired performance continues disciplinary action is likely)

- abide by the rules and procedures adopted by JS Wright & Co. Ltd.'s Clients/Principal Contractors whilst at their premises or sites
- ensure that JS Wright & Co. Ltd. can operate in an effective manner not disrupted by drug or alcohol misuse, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance

## Sub-contractors and the Self Employed

The main duty of JS Wright & Co. Ltd. is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

Contractors and the self-employed who are working for this company will be required to signify that:

- they will conduct their activities in accordance with the requirements of this Policy.
- they acknowledge that JS Wright & Co. Ltd. has a duty and responsibility to ensure that all employees including sub-contractors comply and co-operate with this Policy.
- JS Wright & Co. Ltd. reserve the right to bar any sub-contractor or employee of a Sub-contractor suspected of being in breach of this Policy from **all** JS Wright & Co. Ltd.'s projects. In this instance the person should be subject to their own company's Drugs & Alcohol Policy

## Drug and Alcohol Testing

JS Wright & Co. Ltd. reserves the right to test employees/sub-contractors for drugs and/or alcohol.

- Prior to appointment
- Random testing
- For Cause testing

In the instance of random testing the Site Project Manager/Engineer/H&S Manager will discreetly approach the selected individual and inform them that they have been selected for random testing. They must inform the employee of the process and implications of a positive result, provide a private room for the test and access to a toilet.

For Cause testing will be carried out when reporting for work/following an accident or serious occurrence where there are reasonable grounds to suspect that an employee/sub-contractor has drugs/alcohol in their system. This will be discussed and approved prior to the test with the Managing Director and Health & Safety Manager.

It is essential that any prescribed or over-the-counter medication is taken within the recommended doses. Any health issues including the taking of prescribed medication must be declared on the Employee Document Issue Sheet/Subcontractor Induction Sheet at the time of completion. Any changes to this information must be reported to the Foreman/Line Manager.

All testing is compulsory and a refusal to take the test will be treated in the same manner as a positive result. This includes immediate suspension and action taken in line with the procedures detailed within this Policy.

## **Drugs & Alcohol Related Misconduct Disciplinary Procedures**

Disciplinary procedures may be instigated in respect of any employee who commits any of the below acts of misconduct:

- Demonstrating symptoms of drug or alcohol abuse
- Drinking alcohol/taking drugs or medication in a way which could affect their ability to work safely, or affect the health/safety/welfare of themselves or others
- Omitting or giving false/misleading information regarding their use of drugs and alcohol during interviews, inductions, or during enquiries/investigations into accidents/incidents

A decision will be made on an individual basis by the Managing Director & SHE Manager as to what disciplinary action will be taken and whether it is appropriate to put a plan in place for the employee with regards to returning to work.

Discretion and professionalism will be maintained throughout the process. The methods of testing will be non-intrusive; they will include providing a urine sample or saliva testing for drugs and a breath sample into an Alco meter for alcohol.

## **Smoking & Vaping**

Smoking onsite must be within the confines of a designated smoking area. There is to be no smoking outside of this location, either on site or within the site office.

Whilst there is currently no evidence that vaping is harmful to health, many vaping liquids contain addictive substances such as nicotine. British Health Authorities such as the BHF advise that whilst a useful tool for harm reduction and to stop smoking, it is not advised that non-smokers take up e-cigarettes as they are not harm-free. As a result, J s wright & Co. Ltd also require vaping to be within the confines of a designated vaping area. There is no be no vaping outside of this location, either on site or within the site office.

This policy will be reviewed by the IMS team and Senior Management, and signed by the Managing Director on an annual basis.

Phil Leech  
Managing Director  
May 2019