



Drugs and Alcohol Policy

Rydon



Know your limits

Background

Alcohol and drug misuse has become an ever increasing problem in society, affecting all types of businesses and occupations, and can have disastrous consequences for the individual, their families and their colleagues.

Drug, alcohol and other substance misuse is everyone's concern. It damages health, causes absenteeism and reduced productivity.

As part of Rydon's health and safety policy the company is concerned with the general health and wellbeing of its workers and is committed to ensuring the highest possible safety standards in all its operations. The effective management of drug and alcohol abuse is an integral part of this.

This policy applies to all Rydon employees and workers acting on behalf of the Company.

Policy

The company policy is to:

- Comply with all current legislation, specifically the Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971, the Psychoactive Substances Act 2016 and the Transport and Works Act 1992;
- Not knowingly permit any employee or any individual working on behalf of the Company to report for work under the influence of drugs or excess alcohol, nor to consume them on the premises;
- Make clear that at approved social functions or for the purposes of official company entertaining, employees must not drink to an unreasonable level such that their behaviour may cause embarrassment, distress or offence to others or the company reputation;
- Increase awareness and knowledge of drug and alcohol misuse and its associated risks;

- Make clear that excessive alcohol consumption or the possession and use of controlled drugs is considered unacceptable by the company;
- Work to improve the general health and welfare of its workers and decrease levels of absence arising from drug and alcohol misuse;
- Encourage staff to seek help voluntarily and assist them with their rehabilitation when they do so;
- Require employees who are prescribed medicinal drugs for an ongoing or spasmodic complaint to advise their line manager of this fact at the earliest possible opportunity;
- Treat all cases identified in strict confidence subject to the provisions of the law;
- Take disciplinary action where help is refused and impaired performance continues

The intention is to ensure the presence of alcohol in workers during working hours is not above the legal limit as defined in the Road Traffic Act 1988 (as amended) and to eliminate any abuse, by employees, of controlled drugs as defined by the National Institute for Drug Abuse (NIDA).

Where it is deemed appropriate, the company reserves the right to screen staff for use of drugs and/or alcohol.

Specific regulations for drivers of Rydon's commercial vehicles, including driving under the influence of drugs or alcohol, are included in the Rydon Commercial Vehicle Scheme Regulations which are provided to all those using Rydon's commercial fleet.

Rydon's Employee Assistance Programme (EAP) offers help and advice to any employee, or their family, who have been misusing alcohol or drugs. The EAP can be contacted 24 hours a day, 365 days a year on 0800 917 9330.

Governance

Company policies are communicated and made available via the Rydon intranet and are referenced in a number of internal training programmes.

This policy must be strictly adhered to by every employee. If any employee reports for work under the influence of alcohol and is considered to be unfit/unsafe to work as a result of alcohol consumption or substance abuse they will be asked to go home. Any breaches of this policy will be investigated and, where appropriate, disciplinary procedures will be applied which may result in dismissal.

Company policy is approved by the Group Board which is chaired by the Chief Executive. Each policy is reviewed at least annually to ensure that we respond to clients, business strategy, legislation and any standards or codes of practice determined by the market.

Oversight of the Drugs & Alcohol Policy is the responsibility of the Group Human Resources Director.

*Signature(s) removed for security reasons:
Signed copies available on request*

Signed: _____

Lisa Fitzsimons
Group Human Resources Director



Signed: _____

Robert Bond
Group Chief Executive

Dated: March 2017