



ADMINISTRATION

DRUGS AND ALCOHOL POLICY

Policy Statement

Contract Solutions endeavours to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health of its employees.

Procedure

Establishing the Problem

Managers should be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combinations may indicate the presence of an alcohol or drug related problem.

Absenteeism

- instances of unauthorised leave
- frequent Friday / Monday absences
- leaving work early
- lateness (especially on returning from lunch)
- excessive level of sickness absence
- strange and increasingly suspicious reasons for absence
- unusually high levels of sickness for colds, flu, stomach upsets
- unscheduled short-term absences, with or without explanation

High accident level

- at work
- elsewhere, e.g. driving at home

Work performance

- difficulty in concentration
- work requires increased effort
- individual tasks take more time
- problems remembering instructions or own mistakes

Mood swings

- irritability
- depression

Misconduct

An employee's alcohol or drug problem may come to light as a mitigating factor in a disciplinary interview. It should be treated as a mitigating factor for certain "less serious" disciplinary offences, such as poor time keeping or lateness provided the person is prepared to undergo treatment, particularly if they have referred themselves for treatment.

Intervention

Managers who feel an employee's unsatisfactory performance may be drug or alcohol-related should contact the personnel department for advice and arrange to hold a meeting with the employee.



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Time off for Treatment

Where employees acknowledge that they have a problem and have arranged external treatment independently, this will be on the understanding that whilst they are undergoing the treatment, they will be on company sick leave and will be entitled to the usual company sick pay benefits. On completion of the recovery programme every effort will be made to ensure that an employee returns to the same, or equivalent, position.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee's recovery the Manager review the full circumstances surrounding the case and agree a course of action. This may include the offer of suitable alternative employment or early retirement or dismissal on the grounds of ill health (a full and up to date medical opinion will be sought and the situation discussed fully with the employee before a dismissal, as in the company policy and procedure on sickness absence). Early retirement will only be considered strictly at the company's discretion.

Relapse

Where an employee, having received treatment, suffers a relapse, the company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment / rehabilitation time is likely to be required for a full recovery. At the company's discretion, more treatment or rehabilitation time may be given in order to help the employee recover fully.

If, after an employee has received treatment, recovery seems unlikely, the company may be unable to wait for the employee any longer. In such cases the company may proceed to dismiss the employee on the grounds of ill health.

Serious Misconduct Caused by Alcohol or Drugs

Intoxicated Employees

1. If an employee is known to be, or strongly suspected of being, intoxicated by alcohol or drugs within working hours, their Manager will have them escorted from the company premises immediately. Disciplinary action will be taken when the employee has had time to become sober.
2. Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises under any circumstances. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
3. Employees who take controlled drugs, in the absence of mitigating circumstances, will be deemed to be committing an act of gross misconduct and may therefore be summarily dismissed. This will also be true of any employee believed to be buying, selling or in possession of controlled drugs.
4. In the case of any potential dismissal due to breach of the alcohol and drug policy and procedure employees will be informed or reminded of the assistance the company is prepared to give to those who are trying to overcome a drink or drugs problem.



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5. All staff will be encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage the employee they are trying to protect. Also, employees who have a drink or drug problem, or those who are at risk of developing one, should be encouraged to come forward for confidential help to their line manager, the personnel department or any other manager they feel they can talk to.

R DUNCAN
Managing Director

A handwritten signature in black ink, consisting of a stylized 'R' followed by a long horizontal line.

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