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ALCOHOL & DRUG IN THE WORKPLACE POLICY

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Alcohol and Drugs in the Workplace

One Way is committed to providing a safe, healthy and productive working environment for all its employees, customers and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

This policy covers all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff. This policy does not form part of any employee's contract of employment and we may amend it at any time.

One Way believes that it is essential that all employees, workers and those who render services to it or at its premises are in full command of themselves and of all of their faculties throughout the working day. We recognise that some of our staff may become dependant on alcohol or drugs. We also recognise that such dependencies can be successfully treated. We wish to promote a culture which understands and is sympathetic to the problems associated with alcohol and drug misuse in which staff with dependency problems are encouraged to seek help and are supported.

If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their manager. If they will not seek help themselves, you should draw the matter to the attention of your manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem. If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage One Way's reputation and, as a result, the business.

One Way requires you to present yourself for work on each occasion required under your contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medical nature and to maintain that state until the completion of your working hours under your contract.

In the event that you present yourself at work or during working hours and are in a condition where your line manager believes you to be under the influence of alcohol or drugs, you will not be allowed to commence work or continue work. Instead you will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.

You must comply with drink-driving laws and drug-driving laws at all times. Conviction for drink-driving or drug-driving offence may harm our reputation and, if your job requires you to drive, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence while working for One Way may lead to action under our Disciplinary Procedure and could result in dismissal.

In addition, such behaviour will be subject to the disciplinary procedure of One Way and after due investigation may result in dismissal as a result of gross misconduct.

One Way is obliged to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary, include seeking medical advice as to your condition including requiring you to submit to a medical examination. One Way is obliged to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations.

If the disciplinary procedure is evoked and you receive a disciplinary sanction short of dismissal or if you have a successful appeal One Way will recommend that you take advantage of counselling services to help control your problem and you will be required to act on any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis.





You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered gross misconduct.

One Way expect all employees to comply with the drink-driving legislation at all times. One Way's reputation will be damaged if you are convicted of a drink-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for One Way may lead to action under the Disciplinary Procedure and could result in dismissal.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so, you must tell your line manager without delay.

If One Way suspects that you are in the possession of alcohol or drugs you will be required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances, you will be suspended from your duties pending further investigation. This matter will be dealt with under the disciplinary procedure and after due investigation it may result in dismissal for gross misconduct.

One way operates a scheme of random drug testing. Employee's may be asked to participate in a drug screening programme from time to time. In cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of drug misuse, they will be asked to participate in a drug screening programme. All special category personal data obtained will be processed (i) in order to carry out specific rights and obligations in the context of employment law and (ii) in accordance with the Company's Privacy Standard.

Drug screening will be conducted by an external provider. Arrangements will be discussed with affected members of staff at the start of each screening programme.

If One Way believes you are dealing, buying, selling or receiving drugs or alcohol in the workplace you will be suspended from your duties while an investigation is carried out. Where a criminal offence is suspected One Way shall inform the police.

All employees and workers are required to inform One Way or any appropriate person if they suspect any fellow worker may be acting in breach of this policy. Any breach of this policy is likely to result in Disciplinary action being taken against the individual concerned. Any reports regarding a breach of this policy will be treated confidentially and the individual that reported such will not be subjected to any detriment as a result where it was made in good faith.

We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary. If you seek help with an alcohol or drug-related problem directly from One Way and you wish to keep matters confidential from your manager and colleagues, this will be respected unless there is reason to believe that this could put you, your colleagues or anyone else at risk or carries some other material risk for the business.

If you agree to undertake appropriate treatment and/or rehabilitation for an acknowledged alcohol or drug-related problem, we may decide to suspend any ongoing disciplinary action against you for related misconduct or poor performance, pending the outcome of the treatment.

Signed Date: September 2019

Paul Payne, Managing Director