



Alcohol & Drugs Policy

1.0 Introduction

Goldcrest Cleaning Limited recognises that for a range of reasons, individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business.

The effects of drug and alcohol misuse range from absenteeism, low productivity, increased disciplinary action and injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business and to offer appropriate help and support to the individuals concerned.

The policy applies to all workers and employees from senior managers to temporary workers.

2.0 Responsibility

Goldcrest Cleaning Limited encourages all staff to take responsibility for awareness of the problems, but ultimately the responsibility for the operation of this policy lies with the Directors.

3.0 Definitions

Alcohol misuse is defined as consumption of alcohol during working hours, or attending work under the influence of alcohol.

Drug misuse refers to the use of illegal substances or the misuse of prescribed drugs and other substances such as solvents either during working hours, including during breaks or on the way to work.

4.0 The rules

The organisation does not permit:

- drug or alcohol misuse during working hours
- being under the influence of drugs or alcohol while at work
- encouraging others to misuse alcohol or drugs.

5.0 Safeguards

The organisation recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness
- it will be recognised that relapses do occur
- this policy will be monitored and reviewed regularly in consultation with workplace representatives to ensure that it continues to be appropriate and effective.

6.0 Confidentiality

If an employee requests help from a Company Director prior to their manager being aware of poor performance, then in accordance with the disciplinary or capability procedure any

Alcohol & Drugs Policy

information regarding an employee's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

7.0 Help

We can offer practical support to those experiencing problems, for example, we may be able to refer employees to an appropriate advisory service. The organisation encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

8.0 Information

The organisation is also committed to providing information to employees about the effects of drugs on health and safety.

9.0 Disciplinary action

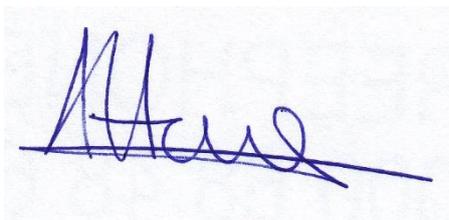
Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where help is refused and/or impaired performance continues.

Dismissal may result from disciplinary action.

Possession of and dealing in illegal substances will be immediately reported to the police in all cases; there is no alternative to this procedure.

10.0 Authorisation

The authority for this policy is vested in the Managing Director.

A handwritten signature in blue ink, appearing to read "Alan Jones", is written over a horizontal line. The signature is stylized and cursive.

Alan Jones

Document Control

A hard copy of this policy is kept at Head Office.