Boxmoor Construction Drugs and Alcohol Policy

Boxmoor Construction Ltd has a general duty under The Health and Safety at Work etc. Act 1974 to ensure the Health, Safety and Welfare of all employees, the company will also be breaking the law if they knowingly allowed drug-related activities on their premises, and they failed to act.

The company realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

The Managing Director is responsible for carrying out the company's policy; however, it is the responsibility of all Management to ensure that its aims are carried out in areas under their control. This policy applies to all employees, and they should have access to the full policy and be aware of any changes.

Managers will 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 combination, may indicate the presence of an alcohol or drug-related problem.

- Unexplained and increased absenteeism.
- Instances of unauthorised absence or leaving work early.
- Poor time keeping i.e. lateness, especially on returning after lunch.
- Unusually high level of sickness/absence for colds/flu/stomach upset.
- Impaired job performance.
- Dishonesty/theft.
- Unusual irritability, aggression and mood changes.
- Tendency to be confused and fluctuations in concentration & energy.
- Accidents.

All employees are 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 those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Management or nominated deputy should make arrangements for the employee to be tested with an onsite testing

kit if found to be positive further testing will be required by medical Express our OHA company, they will then be escorted from the company premises immediately, pending further investigation. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Boxmoor Consruction will encourage the random testing of the operatives at any time on sites to help prevent and ensure employees do not attend site under the influence of alcohol and/or drugs. First-line screening for drugs of abuse is made easy with drug testing kits. You do not have to do anything else if the screening test is negative but have to proceed to a laboratory confirmation drug test if the result is positive as it is in a workplace setting: If an onsite test show a positive test the Employee will be sent to Medical Express our occupational health company for further testing which will be carried out under a specific testing regime Express medical will maintain all the test information under the data protection act once the results are obtained. All onsite tests will be recorded on the sample test form and kept on file within the employees personal file under data protection regulations

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. unprescribed) drugs.

Management who feel an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

References will be made to:-

1. The Health & Safety at Work etc. Act 1974
2. The Management of Health and Safety at Work Regulations 1999 (as amended 2006)
3. Misuse of Drugs Act 1971
4. Road Traffic Act 2007
5. Transport and Works Act 1992

It is the Company's intention to deal constructively and sympathetically with any employee found to have a drug or alcohol related problem. When it is known that an employee has a drug problem,

The company will be able to provide advice and guidance on how to seek assessment of the problem and, if necessary, suitable treatment. The primary objective of any discussions of this type will be to assist the employee with their problem in as compassionate and constructive a way as possible. Once treatment has been given the operative will need to be signed off by a doctor fit for work and provide a negative test from their doctor. The operative will then be subject to further on-site testing on a weekly basis for an agreed period of time between the operative and senior management as so to provide evidence the operative is clear.

Whilst certain personnel records will be necessary, any discussion of the nature of an employee's drug or alcohol problem and the records of any treatment will be strictly confidential unless the employee agrees otherwise. All such information will be treated/held in accordance with the Data Protection Regulations 2018.

On commencing employment with the Company every new employee will be given a copy of this policy and an opportunity to discuss it.

Managing Director Paul Dewick

Date: 08-01-2025

Signature