

## DRUGS AND ALCOHOL POLICY

### 1. POLICY STATEMENT:

The purpose of this policy is to state the organisations position, and provide relevant information, on the use/misuse of drugs and alcohol at work within GT Coulson Fabrication Ltd. The organisation has a legal and moral responsibility to safeguard the health, safety and welfare of its employees and sub-contractors; it aims to do that by:

- Operating zero tolerance to the use of drugs and alcohol during working hours.
- Recognising that alcohol/drug misuse is a health problem.
- Preventing drug and alcohol problems affecting the workplace.
- Helping to identify problems at the earliest stage.
- Offering support to those who have a problem where appropriate

### 2 SCOPE:

This Code of Practice extends to alcohol, illegal drugs and 'over the counter' or prescription medication which may be abused. Volatile substances such as solvents are also included, but tobacco use is excluded. This code applies to all employees, sub-contractors of the organisation.

### 3 ACCEPTABLE BEHAVIOUR:

GT Coulson Fabrication Ltd expects that all employees and sub- contractors will consider the potential impact of alcohol and or drug abuse on their behaviour, performance and reputation and ensure that they take reasonable steps to prevent excessive or illegal use of such substances.

In the instance of unacceptable behaviour as a result of alcohol or drug abuse appropriate action will be taken;

- Drinking alcohol or being under the influence of alcohol/drugs and/or drug abuse is a case of gross misconduct and as such will render you liable to summary dismissal.
- Direct employees will be asked to leave their place of work and advised of any further action.
- Sub-contractors will be removed from site, reprimanded and advised of any further action. Such action will be proportionate to the incident, ranging from a reprimand to the withdrawal of contracted services. The sub-contractors will be responsible for ensuring such incidents are properly managed, recorded and monitored with any relevant information passed to GT Coulson Fabrication Ltd.

Any information relating to alcohol and drugs abuse will be considered confidential and only disclosed as necessary.

### 4 RIGHT OF APPEAL

Any employee who disagrees with the determination of the responsible officer has the right to appeal as detailed in the appeals procedure stated within the employee handbook. Sub-contractors can appeal directly to the Managing Director of GT Coulson Fabrication Ltd and should be submitted in writing within 30 days of the determination.

This Policy will be reviewed annually and updated as required.

Mr Andrew Coulson  
Managing Director



Date: 1st September 2017