



## DRUGS AND ALCOHOL POLICY STATEMENT

**Maplewood Carpentry Ltd is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. This policy, which applies to all Employees, aims to:**

1. Promote the health and well-being of Employees and to minimise problems at work arising from the effects of alcohol or drugs.
2. Identify Employees with possible problems relating to the effects of alcohol or drugs at an early stage.
3. Offer Employees known to have alcohol or drug related problems affecting their work referral to appropriate source for diagnosis and treatment if necessary.

**This policy does not apply to an employee who commits a clear breach of Company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.**

### ARRANGEMENTS FOR ENSURING THE HEALTH AND SAFETY OF WORKERS

**The Company will, in consultation with Employees and their representatives:**

1. Advise all existing Employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs (including some legitimately prescribed medications).
2. Encourage Employees, who may have alcohol or drug-related problems, which affect their work, to take advantage of the Company referral procedure for diagnosis and treatment.
3. Enable Managers to identify job performance problems that may be attributable to the effects of alcohol or drugs and to consult with the appropriate Company specialist to determine whether there is sufficient concern to warrant a medical evaluation.
4. In cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment in consultation with a medical advisor and the employee.
5. Instruct the medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.



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The Company will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

1. Disciplinary action for refusal to accept help.
2. Conditions for accepting treatment.
3. Future employment if treatment proves to be successful.
4. Observation of medical confidentiality.
5. Effects upon pensions, benefits and employment rights.

### **INFORMATION AND TRAINING**

The Company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

1. To understand the dangers associated with the effects of alcohol or drugs at work and the Company policy regarding this.
2. To understand the Company procedures that will be adopted where there is found to be deterioration in work performance from these effects.
3. To understand the legal consequences of their actions.

**Managers will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.**



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### SAFE SYSTEM OF WORK

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to:

1. Do not come to work having consumed alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs on to Company premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medication.
4. Never drive or operate machinery if you have consumed alcohol or drugs.
5. The Company operates a zero alcohol or drugs consumption policy.
6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.

Ask for assistance if you feel that matters are beyond your own control.

**Lee Wilkinson**  
Company Director