



Alcohol And Drugs Policy

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Alcohol and Drugs Policy

1. Alcohol and drugs

1.1. Policy statement

We endeavour to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the organisation.

Staff are expected to be fit to carry out their jobs safely and effectively without any limitations due to the use or after-effects of alcohol or drugs (whether prescribed by a medical professional, over the counter, or illegal).

This policy sets out the principles within which our business will usually work followed by guidance for occasions when a problem arises. Since no two cases will be the same, this policy should be regarded as laying down guidelines only.

This policy applies to employees of the CA Group of companies but shall also be observed by all other Relevant Individuals working for, at or on behalf of, those Companies. The definition of a Relevant Individuals is set out at clause 2.1 below.

1.2. Alcohol, drug or substances at work

You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and demonstrate reasonable behaviour if drinking alcohol at work related functions or events. Failure to abide by this may lead to disciplinary action, including dismissal.

We expect all our staff to comply with drink-driving legislation at all times. Our reputation may be damaged, 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 may lead to disciplinary action, including 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 inform your line manager/HR department immediately.

1.3. Procedure for dealing with suspected alcohol, substance or drug misuse

1.3.1. Establishing the problem

Managers should be aware that the misuse of drugs or alcohol by employees may come to light in various ways. The following characteristics, especially when arising in combinations, may indicate the presence of an alcohol- or drug-related problem:

- there may be instances of unauthorised leave, frequent Friday and/or Monday absences, leaving work early, lateness (especially on returning from lunch), excessive level of sickness absence, strange and increasingly suspicious reasons for absence, unusually high level of sickness for colds, flu, stomach upsets or unscheduled short-term absences, with or without explanation;
- they may have a high accident level, which may be at work or elsewhere, e.g. driving at home;
- their work performance may be affected. This includes difficulty in concentration, work requiring increased effort, individual tasks taking more time, and problems with remembering instructions or previous mistakes;
- they may have mood swings which include signs of irritability, depression or general confusion;
- in some instances, employees may seek help and advice themselves.

1.3.2. Intervention

If your line or other manager has reasonable cause to believe that you are suffering the effects of drugs or alcohol, he/she will usually invite you to an investigatory interview to discuss the reason for their concerns and to seek your views on, for example, the deterioration of your work performance and/or behaviour.

In the absence of a satisfactory alternative explanation for your behaviour or performance, and where you are suspected of, or admit to being in breach of this policy, you may be asked to undertake a drug and alcohol test (see 2.3.1).

If as a result of the interview, your line manager continues to believe that you are suffering from the effects of alcohol or drugs misuse and you refuse to seek help, or to undertake a drug and alcohol test, the matter will be dealt with under the disciplinary procedure. The behaviour that gave rise to the suspicion may also be grounds for disciplinary action.

1.3.3. Treatment

Where employees acknowledge that they have a problem, either before or following a drugs and alcohol test, and obtain help and treatment, this will be on the understanding that whilst you are undergoing treatment, you will be on sick leave and will be subject to the usual company sick pay policies.

It is anticipated that most members of staff will complete treatment successfully. However, if you do not complete your treatment (for whatever reason) or your recovery and return to work does not happen as anticipated at the outset of the course of treatment, your line manager will meet with you to decide what further action, including disciplinary action should be taken.

Failure to complete rehabilitation successfully may be regarded as gross misconduct and may lead to disciplinary action up to and including dismissal.

We will endeavour to return you to your old job or equivalent work when you have successfully completed your treatment unless this would jeopardise either a satisfactory level of job performance or your recovery. If we do not have any suitable alternative jobs, we may terminate your employment.

1.3.4. Relapse

If you suffer a relapse following a course of treatment, we will follow our disciplinary and dismissal procedure. We may seek medical advice to ascertain how much more

treatment/rehabilitation time is likely to be required for a full recovery. At our discretion, we may give more treatment or rehabilitation time in order to help the employee to recover fully.

1.3.5. Recovery unlikely

If it is decided that your recovery seems unlikely, we will follow the disciplinary procedure, which may result in your dismissal.

1.3.6. Serious misconduct caused by alcohol or drugs

Intoxicated employees:

If an employee is suspected of being intoxicated by alcohol or drugs during working hours, they will be asked to take a drug and alcohol test.

Instances of intoxication by alcohol or drugs during working hours may be considered serious misconduct.

2. Procedures for testing a Relevant Individual

2.1. Definitions

'Relevant Individuals' refers to all employees of the CA Group of Companies ('the company') as well as all other individuals carrying out work, for, at or on behalf of The Company including but not limited to agency staff, consultants, contractors and subcontractors.

2.2. Testing regime and classifications

2.2.1. An outside agency or a trained representative from The Company will be employed to conduct tests, which will be carried out in controlled conditions.

2.2.2. On-site testing will generally be by calibrated Intoximeter (Alcohol detection) and saliva drug test (oral fluid drug test) or Fingerprint Cassette Reader (Drug detection), but this may vary depending on the circumstances.

2.2.3. An agency representative or trained representative from The Company will brief those being tested and a representative from the business will be present at the testing session wherever possible.

2.2.4. Relevant Individuals will be tested on site. Preliminary results, given on the day of the test, will be confirmed after further laboratory and specialist interpretation where appropriate (Drugs only).

2.2.5. In cases of 'non negative' outcomes, the Company reserves the right to request the use of further separate laboratory testing where appropriate.

2.2.6. A Relevant Individual will be deemed to have returned a 'non negative' result and therefore failed a drugs test where the detectable level exceeds the internationally recognised pass/fail levels for a banned substance. In the case of alcohol, drink driving limits will be applied.

2.2.7. A Relevant Individual who refuses to undertake a test when requested, attempts to tamper with, or avoids any part of the drug and alcohol test procedure will be treated as having produced a 'non negative' result.

2.2.8. When drug and alcohol testing is required as part of a third party or clients' specific requirements the appropriate standard and process will be complied with.

2.3. Types of testing

2.3.1. "For cause" – may be undertaken:

- a. Where there is suspicion that a Relevant Individual may either be under the influence of drugs or alcohol or has an addiction or substance abuse habit; or
- b. When a Relevant Individual has been involved in an accident or a near miss incident; or
- c. When the Company has received information relating to potential alcohol or substance abuse or addiction. In this case, to protect confidentiality, the details of the information, which it reasonably believes has been provided in good faith, will not always be revealed to the Relevant Individual; or
- d. Where a client has contractually specified an alternative testing regime.

2.3.2 Random testing

- a. The Company reserves the right to undertake a programme of random testing to ensure compliance with this Policy.
- b. The determination of who is to be tested on the day under a 'random test' is to be specified by the external testing Company or a representative of the Company.

2.4. Confidentiality

Information in relation to 'non negative' results will be dealt with in strict confidence and released only to the Relevant Individual, their line manager, Divisional Director and HR and HSE departments.

2.5. Immediate actions following test result – Alcohol ("For cause" and "Random")

- a.** A negative result will be advised to the Relevant Individual and no further action taken;
- b.** If the alcohol in breath reading is at or above the levels set out in national drink driving legislation, the Relevant Individual will be deemed to have tested positive. In such circumstances, the Company reserves the right to suspend the employee from work on full pay to allow the Company to decide whether to deal with the matter under the terms of the Disciplinary Policy and/or to refer the employee for treatment and rehabilitation pursuant to paragraph 1.3.3 above.
- c.** If the Relevant Individual who returns a positive result is not a direct employee of the Company, the Company reserves the right to immediately stand down the Relevant Individual from engaging in any work duties until the Company is satisfied that they are no longer under the influence. A Managing Director will be informed.
- d.** In the event of a 'positive' result, the Relevant Individual will be advised not to drive away from the workplace.

2.6. Immediate actions following test result – Drugs ("For cause" and "Random")

- a.** A negative result will be advised to the Relevant Individual and no further action taken;
- b.** If the saliva drug test result is 'non negative', the Relevant Individual will be advised that a sample may need to be analysed in a laboratory. If required, the sample, provided under controlled conditions, will be handled in a formal chain of custody.
- c.** If the Relevant Individual is not a direct employee and returns a 'non negative' result, the Company reserves the right to immediately stand down the individual from working on any company sites or premises until the Company are satisfied that they are no longer under the influence. A Managing Director will be informed.
- d.** If an employee of the Company has a 'non negative' result, the Company reserves the right to suspend the employee from work on full pay to allow the Company to decide whether to deal with the matter under the terms of the Disciplinary Policy and/or to refer the employee for treatment and rehabilitation pursuant to paragraph 1.3.3 to 1.3.5 above.
- e.** If a Relevant Individual declares, either prior to or post testing, that they have been taking prescribed or over the counter medication that may cause a 'non negative' result, further advice should be sought from a Managing Director or HR as to the next steps. Options may include

suspension from site pending the further laboratory analysis, suspension from high-risk duties dependent on the medication pending further laboratory analysis, or no further action until results of laboratory analysis are received.

f. In the event of a 'non negative' result, the Relevant Individual will be advised not to drive away from the workplace.

2.7. Post-test result actions (ALL)

a. All test/sample information and documentation will be forwarded to the Company HSE or HR department marked as PRIVATE and CONFIDENTIAL.

b. If drug test results are returned from the laboratory showing a negative result or are found to be at a level consistent with declared medication, those concerned will be notified and thanked for their cooperation. This will not have a detrimental effect on a Relevant Individual's career or work record.

c. For those individuals who are not employed by the Company (for example sub-contractors) who have tested 'positive' for alcohol or 'non negative' for drugs following a random or 'for cause' test, the Company reserves the right to safely remove them from site and they will not be able to return to work on any site or premises under the control of the Company until the Company is satisfied that they are no longer under the influence. The responsibility for ensuring that the Relevant Individual travels home safely is their own. They will be advised not to drive away from site.

d. If any employee of the Company has tested positive for alcohol following a 'for cause' test or 'random' test, they will be subject to the Company's internal Disciplinary Policy and Procedures or the Company may at its discretion refer the individual for treatment and rehabilitation pursuant to paragraphs 1.3.3 to 1.3.5 above,

e. For employees of the Company, if 'non negative' results (drugs) are returned from the laboratory, or are found to be at a level inconsistent with declared medication, the individual will be subject to the Company's internal Disciplinary Policy and Procedures or the Company may, at its discretion, refer the individual for treatment and rehabilitation pursuant to paragraphs 1.3.3 to 1.3.5 above.

3. Performance and disciplinary issues

Failure to follow or co-operate with procedures laid down in this policy to safeguard the health and safety of staff may be regarded as gross misconduct and may lead to disciplinary action up to and including dismissal. The Company reserves the right to consider and take (where necessary) appropriate action in the case of other Relevant Individuals who are not direct employees.

Signed on behalf of CA Group of Companies



Des Webster

Group Managing Director

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