


Ref. No:	IMS-POL-06	<h1>Substance Abuse Policy</h1> <p>(See QA-M-01)</p>	
Rev. Status:	05 NOV 22		

- **Nicol of Skene Ltd** strictly forbids the unauthorised use, possession, concealment, transportation, promotion or sale of any prohibited substances on **Nicol of Skene Ltd** premises, on sites or on the premises of customers.
- **Prohibited substances are defined as** any substance which an individual may not sell, possess, use, or distribute under applicable UK legislation, any other legal but unlawfully used substance, including Prescription Drugs/Medicines, any solvent used or intended to be used for the purposes of intoxication and any alcoholic beverage.
- **Nicol of Skene Ltd** or its customers may require testing, searches, or inspections of individuals, including their effects, lockers, baggage, desks, toolboxes, clothing, vehicles and equipment, should there be reasonable cause to suspect breach of this policy.
- **The company reserves the right** to complete Pre-Employment Screening for substance abuse as part of the company induction process and we may also carry out periodic 'Random' in-house testing across the workforce as well as 'with cause' testing where there is a reasonable suspicion that someone may be under the influence of drugs or alcohol and 'Post Incident' testing as part of the accident and incident investigation procedure. All workers may also be subject to 3<sup>rd</sup> party testing on Client or Principal Contractor sites.
- **Refusal to submit to testing**, searches and inspections, or the discovery of prohibited substances will be treated as a positive result from testing and may result in the individual being prohibited from company or customer premises, being excluded from further involvement with company or customer business and being excluded from further involvement in company business and activities of any kind.
- Should a test result in a 'non-Negative' result the worker shall be removed from site and suspended with immediate effect. The company shall then arrange a follow-up test with a designated Occupational Health provider to verify the result as soon as possible after the initial test. Should the result of this test be negative the worker will be reinstated, and no further action will be taken. Should the result of this test be Positive this will be treated as gross misconduct and the worker shall be subject to the company disciplinary procedure. Should a positive test be recorded, and the worker still maintain their innocence, the worker can appeal and request that the sample is sent for laboratory testing to confirm the result. This is the final stage of the process.
- **This policy applies to all personnel** in the employment of the company either as direct employees or engaged by some other method by the company including as contractors or sub-contractors.
- **This policy statement** has the complete support of the Board of Directors of **Nicol of Skene Ltd**.

Authorised by:



**Peter-Jon Cowe**  
Chief Operating Officer

**Date: 06<sup>th</sup> January 2025**

**Next Review Due: January 2026**