

# Drugs & Alcohol Policy

---

## Introduction

In the HSE booklet, 'Drug Misuse', there is reference to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. Drug misuse can harm the misuser both physically and mentally and, through the misuser's actions, other people and the environment. Historically, society regards alcohol, tobacco and caffeine differently from other drugs and the problems associated with their use are well documented, and they are therefore not considered further.

However, remember that simultaneous use of alcohol and drugs is particularly dangerous. The joint HSE/ Department of Health booklet *Don't mix it: A guide for employers on alcohol at work* (Leaflet INDG240) offers separate guidance.

A Bright Solution Ltd. acknowledges the right of employees to consume alcohol and will only become involved if work performance, health and safety etc, is affected.

A Bright Solution Ltd. will periodically provide information and where required education about alcohol/drugs for all employees.

A Bright Solution Ltd. will ensure that all managers and supervisory staff receive sufficient information, instruction and/or training so as to ensure that:-

- They are able to recognise when alcohol or drugs may be affecting the work performance of an employee.
- They are able to offer advice to an employee for the problem to be discussed whilst ensuring confidentiality

Where an employee asks for help in relation to an alcohol or drug problem, A Bright Solution Ltd. will:

- Provide such help, so far as is reasonably practicable, by referring the individual concerned to a specialist counsellor.
- Where appropriate allow time off work to receive counselling

The content of conversations between the employee and helper will not be disclosed to anyone else without the employee's consent unless there are legal/contractual implications.

A Bright Solution Ltd. will endeavour to help employees, but where work performance continues to be adversely affected by alcohol or drug abuse, it may be necessary to resort to the company disciplinary procedure.

## **Procedure for requesting help**

The Drugs and Alcohol Policy should be seen in the context of the desire to promote the wellbeing and health of all employees in relation to alcohol or drug consumption.

Help can be offered where alcohol or drugs affects work performance, personal conduct or relationships at work, which may in turn affect the work of others.

This procedure sets out the guidelines for offering help and the appropriate action to be taken.

## **Problem identification**

Where an employee's work performance is unsatisfactory and alcohol or drugs is recognised as a possible contributory factor either by the employee or manager the problem should be discussed between them and a possible solution should be found. A factual record of the problem and solution should be made by the manager.

In cases where a solution to an alcohol or drug related problem cannot be agreed, then the manager must offer the employee involved the opportunity for a confidential discussion with the Personnel Department.

In the event of an employee refusing a confidential discussion with the Personnel Department, any subsequent poor work performance or conduct may be dealt with under the company disciplinary procedure.

Where it is found to be necessary, the HR Department will arrange for an employee to be seen by an Occupational Health Advisor who will be able to arrange for specialist help if required.

## **Approved absence for treatment**

Where it has been found necessary for an employee to receive treatment/counselling for an alcohol or drug related problem and it involves absence from work, such absence will be regarded in the same way as sickness absence.

## **Review period**

Where any employee is receiving help for an alcohol or drug related problem, a review period will be established between the Managing Director and the employees' line manager to monitor the effectiveness of any treatment being given.

A review period may need to be extended in certain circumstances.

## **Final review**

If it becomes apparent during a review that the help being given to an employee is not resulting in a satisfactory conclusion then a final review period should be established.

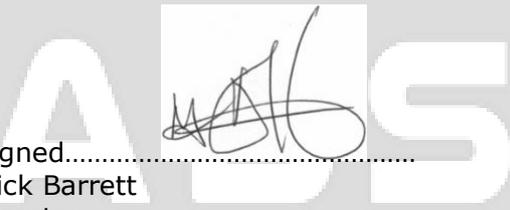
After this further period, if work performance or conduct is still unsatisfactory, then the matter becomes subject to the company disciplinary procedure.

**Employee representation**

At any stage during the procedure, an employee may wish to involve a representative from the trade union or a colleague.

**Confidentiality**

Strict confidentiality will be maintained at all times in relation to any employee who has an alcohol of drug related problem. No information will be disclosed without written consent from the employee concerned, unless legal/contractual implications arise.



Signed.....  
Mick Barrett  
Director  
8th August 2025



Signed.....  
Sam Pailor  
Director  
8th August 2025