



SPEEDIER SCAFFOLDING

DRUGS AND ALCOHOL POLICY

Speedier Scaffolding Limited is committed to creating an Injury-Free Environment (IFE) by fostering a culture of care and concern for people , which demands that everybody accepts responsibility for their own and others wellbeing . This policy forms part of that commitment .

One element of that commitment is to ensure that our employees and others are not placing themselves or others at risk by the misuse of drugs or alcohol.

The purpose of this policy is to ensure that employees and others do not report for work in an unfit state by virtue of the use of alcohol or drugs , including illegal drugs or , prescribed medication or legal highs (properly known as Novel Psychoactive Substances).

Irrespective of any changes in legislation which may decriminalise the use of drugs , such as cannabis , marijuana , for personal use , any such changes will have no effect on the application of this policy and procedure . In order to meet compliance with appropriate legislation , all drugs which can affect a person's ability and judgement to ensure the safety of clients , public or workforce will be covered by this policy.

Employees must report fit for work free of illicit drugs and alcohol ; they must not consume or be in possession of alcohol , or any drug that may affect their ability to undertake their duties in the workplace , including home or other locations when they are undertaking work activities where we are working on behalf of a client/customer .

Speedier scaffolding Limited have procured a specialist provider , to undertake both random and “ For Cause ” testing .

A programme of screening , including “ For Cause ” , and random unannounced screening for all employees , has been put in place which includes procedures intended to :

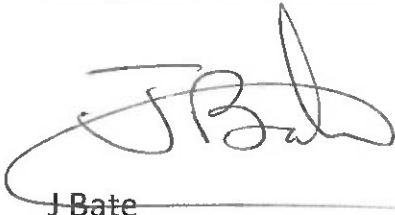
- Detect the use of drugs and/or alcohol by any person(s) ,involved in a safety related incident where there is a possibility that the actions or omissions of the person(s) led to the incident.
- Detect the use of drugs and/or alcohol where employees behaviour prompts cause for concern .
- Detect , via random screening , employees who may be under the influence of drugs or alcohol.

The percentage of Speedier Scaffolding Limited employees tested each calendar year will be not less than 5% .

Failing or refusing to undergo , a drugs or alcohol screening will be treated as gross misconduct , will invoke disciplinary action and/or removal from the workplace .

Speedier Scaffolding Limited will assist with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems. Such individuals must , however , seek assistance at the earliest opportunity . Subsequent discovery , or a disclosure prompted by impending screening, will not be acceptable and will not provide immunity from disciplinary action .

This policy sets out Speedier Scaffolding Limited's policy for minimising risk to its activities and operations . It applies to all Speedier Scaffolding Limited employees and where appropriate others acting under their control .

A handwritten signature in black ink, appearing to read 'J Bate', is written over a horizontal line.

J Bate
Managing Director

Date 9th May 2024

DRUGS and ALCOHOL MANAGEMENT

Purpose

The purpose of this procedure is to :

- Ensure effective measures are in place to control and minimise the risks to ensure the safety of Speedier Scaffolding Limited's clients and employees caused by the effects of drugs and alcohol.
- Eliminate as far as is reasonably practical , the misuse/abuse of drugs and alcohol by employees and others working on behalf of Speedier Scaffolding Limited
- Ensure that Speedier Scaffolding Limited complies with legislation and relevant codes of practice and contractual requirements .
- Encourage employees who might have an alcohol or drugs dependency to declare the fact at least 24 hours ahead of any testing , without fear of losing their job , provided they comply with agreed commitments (see Drug Screening below).

Scope

This procedure applies to all employees and others working on behalf of Speedier Scaffolding Limited.

Guidance

- They do apply to any location where the employee is undertaking work activities.
- There is zero acceptance of consuming alcohol while at work or being in the workplace under the influence of alcohol . This applies when there maybe business events where employees might consume alcohol but should not return to the workplace/work .
- They do apply if using any company vehicle or personal car where a ' car allowance ' is paid and the employee is 'on duty'.
- They also apply if an employee is using a company vehicle and is ' off duty ' . This would be considered as ' misuse of company property ' .

Speedier Scaffolding Limited will conduct all drug testing via urine samples . However , where there are no WC facilities to conduct urine testing , oral swabs/saliva testing can be organised . The alcohol testing will be via a breathalyser .

Communication

All prospective employees of Speedier Scaffolding Limited will be advised through their offer of employment regarding our policy.

The nominated collector and toxicology services are provided by AlphaBiolabs who should be used for all ' For Cause ' testing and random testing to ensure that the same agreed process is followed in all cases.

All non-negative testing must invoke additional testing by AlphaBiolabs.

Individuals can voluntarily seek help and support by speaking directly with their line manager for support where they declare a drugs and/or alcohol related problem .This must be declared at least 24 hours prior to any random or 'for cause ' testing taking place .

Speedier Scaffolding Limited will commit to supporting the employee , by :

- The line manager ensuring that any safety critical worker who has declared their dependency is withdrawn to prevent them carrying out safety critical duties
- The line manager seeking Human Resource support , to identify suitable alternative work , where the employees cannot undertake their substantive role , for the duration of rehabilitation (but no longer than 6 months)
- If no suitable alternative work can be identified the business may reserve the right to terminate employment.

The support from Speedier Scaffolding Limited is dependent upon the employee agreeing to the following :

- Attend a rehabilitation programme for drugs and/or alcohol .
- Must provide a statement of attendance/compliance from the rehabilitation service/support every 4 weeks to their line manager.
- Will participate in unannounced random drug/alcohol testing in addition to any site random testing schedule . The frequency should be a minimum of every month . ALL results must be negative on site or non-negatives confirmed as negatives by AlpaBiolabs.

The arrangements for supporting an employee who has declared a dependency of drugs or alcohol is separate to the employee's terms and conditions of employment .

The employee agrees to abstain from alcohol and/or use of illicit drugs whilst in employment with Speedier Scaffolding Limited.

Where the individual is participating in a rehabilitation programme the employee needs to supply written evidence to the line manager every 4 weeks . Any cost associated with this evidence is borne by the employee.

All test results need to remain negative , or any non-negative result is subsequently confirmed as negative.

Compliance with the terms of agreement and duration will afford the consideration of continued employment with Speedier Scaffolding Limited . A return to substantive role if redeployment was made for the duration of the agreement. However , non-compliance with any element of the agreement at any point during the term will mean the employee will be subject to the disciplinary policy . Which may result in summary termination of employment .

Drug Screening

If a safety critical worker is taking prescribed or over the counter medication and the label indicates cautions such as : " must not drive machinery " or the individual is experiencing any side effect of the medication : for instance , drowsiness , fatigue, impact on their co-ordination or balance , in these circumstances , they must notify their line manager at the earliest opportunity and must not undertake activities that could put themselves or others at risk .

There is no requirement to keep any record of the medication, but the line manager should make a note of the discussion regarding the side effects and any advice sought from Human Resources.

The line manager should contact Human Resources if the side effects last for more than 7 days and the employee continues to be unable to work or the line manager considers them not fit to undertake their role.

Where the safety critical worker is returning to work following any period of sickness, the line manager must establish, during the return to work interview and prior to recommencing work, whether the employee is taking any medication that could affect their fitness for duty.

A legal high or Novel Psychoactive Substance (NPS) is a non-prescribed substance that is not defined under The Misuse of Drug Regulations 2001 or licensed by the MHRA, nor is a valid prescription available and is not licensed for human consumption in the UK. Such substances can, however, have the same undesirable effects as illegal drugs and must be treated in the same manner. Testing for NPOS and steroids can be undertaken but only after consideration with Human Resources.

Unannounced drugs and alcohol screening will take place across the business which includes a random selection of all personnel.

Speedier Scaffolding Limited has identified several situations that, will always be considered as reasonable grounds to conduct 'For Cause' screening and these might include:

- Where an individual's behaviour gives reasonable cause to suspect that they are unfit to continue working because of the misuse of drugs and/or alcohol.
- Where it is essential to determine whether drugs and/or alcohol was a causal factor in an accident or incident (post-incident).

Any employee who believes that another employee or contractor working on site or premises is unfit for work, because of drugs and/or alcohol, has a duty of care to report the matter, either to their supervisor or a responsible manager in charge immediately.

Where doubt does exist, concerning the employee's fitness to work, then the line manager must seek advice from the HR advisor and where this is not possible, for example, during out of hours, then the individual should be suspended on contractual pay during the interim.

If a suspect powder/substance is discovered on site, AlphaBiolab can attend site to take a sample to confirm the nature of the substance which may help any investigation.

Where a "for cause" test is required for employees working from home or other non-site location, the line manager should arrange suitable location with HR for AlphaBiolab to attend and arrange transport for the employee to this location. Failure to attend will be subject to disciplinary action.

There are two possible outcomes of drug testing:

- Negative – nothing detected
- Non-negative – there are substances identified which could be because of prescription medications, some foodstuffs or illegal substances. All non-negative results will require further laboratory analysis to confirm substance.

Negative screening results – if the results of a drug and alcohol screening test are negative then the employee can return to work

Non-negative screening results – if the results of the screening test are non-negative then the responsible manager should make appropriate arrangements for the employee to be transported

safely home , either escorted or in a taxi . The employee will then be subject to the disciplinary procedures.