

## Alcohol and Drugs Policy Statement

### 1. Introduction

- 1.1 This Statement sets out the policy of John Weaver (Contractors) Ltd. (the Company), in respect of any employee, self-employed person or contractor under our control, including employees or sub-contractors we employ, or their sub-contractors or any person on our sites, whose proper performance of their duties is, or may be, impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this Policy, they will normally be considered to have demonstrated compliance with their Conditions of Employment, or contract, insofar as they refer to the use of alcohol and drugs
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down.

### 2. Policy

- 2.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach of this Policy.
- 2.2 The Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this Policy.
- 2.3 Should an employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol and they voluntarily inform the Company, then the Company will endeavour to ensure that advice on where to seek help is made available. In the first instance individuals will be encouraged to seek help from their G P. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs and/or alcohol problem has the Company's complete assurance of confidentiality.

- 2.4 All persons referred to in 1.1 above may, at the discretion of John Weaver Contractors, be randomly selected at any time to undergo a drugs and alcohol test in working hours.
  - I. Any person who refuses will be removed from the workplace and suspended from duties and, in the event of JWC employees, it could (if decided by Company Directors) lead to disciplinary action and/or dismissal.
  - II. If tests prove that drugs or alcohol are present in your sample and you had not voluntarily informed the Company of an existing problem (as in 2.3 above), this will be seen as gross misconduct which could, if decided by Company Directors, lead to disciplinary action and/or dismissal.
- 2.5 Employees of the Company will, at all times, exercise diligence in monitoring their colleagues and others who, from time to time, may be under the control of the Company and noting any evidence of alcohol and/or drug abuse.

### 3. Conditions

- 3.1 It is a condition of employment by the Company that no person referred to in 1.1 above shall:-
- I. Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs
  - II. Report for duty, or endeavour to report for duty, whilst in an unfit state due to the previous consumption of alcohol or drugs
  - III. Be in possession of alcohol or non-prescribed drugs during working hours;
  - IV. Consume alcohol or non-prescribed drugs during working hours.
  - V. Consume prescribed drugs during working hours without informing his/her manager
  - VI. Have alcohol or drugs in their system during working hours.
- 3.2 The company will not accept any deviation from the above conditions
- 3.3 Failure to maintain the standards set out by this Policy may be considered as gross misconduct; appropriate action will therefore be taken in all cases.

### 4. Compliance

- 4.1 In order to comply with this Policy and to maintain the stated and accepted standards of the Company, those persons referred to in 1.1 above should, at all times avoid:-
- I. Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work;
  - II. Consuming alcohol or non-prescribed drugs during meal or other break times;
  - III. Consuming alcohol or non-prescribed drugs during working hours;
  - IV. Consume alcohol or non-prescribed drugs during working hours.
  - V. Consuming alcohol or non-prescribed drugs whilst not in work but on call;
  - VI. Consuming alcohol or non-prescribed drugs whilst not in work that could leave identifiable traces when drug or alcohol tested in work, even if tests identify traces after several weeks since non-prescribed drugs were taken.

In addition, those persons to which this Policy applies (see 1.1) must ensure that a manager is made aware of any prescribed medication being taken which may, in any way, affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

## 5. Responsibility for Policy implementation

- 5.1 The overall responsibility for the implementation of this policy is vested in the Directors of John Weaver (Contractors) Ltd. They will be assisted as and when required by South Wales Safety Consultancy Limited who will provide support and advice on strategy and day-to-day health and safety related matters according to the contractual arrangements in place between this organisation and the consultancy.
- 5.2 Responsibilities for different management grades are detailed in accompanying documentation.



**Terry Edwards**  
**Managing Director**  
**John Weaver Contractors Limited**  
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