Drugs and Alcohol Policy

Policy Statement

WEINSULATE.CO.UK LIMITED is committed to providing and maintaining a safe, healthy and productive working environment for all employees, subcontractors, visitors, customers and members of the public.

The misuse of drugs or alcohol can seriously impair an individual's judgement, performance and ability to work safely, increasing the risk of accidents, injuries and damage to property. As many of our activities involve construction and retrofit work, where safety is critical, it is essential that everyone is fit for work at all times.

The Company is committed to preventing drug and alcohol misuse in the workplace by promoting awareness, encouraging early intervention and providing appropriate support where required.

Purpose

The purpose of this policy is to:

- Promote a safe and healthy working environment.
- Protect employees, customers, contractors and members of the public.
- Prevent accidents caused by alcohol or drug impairment.
- Ensure a consistent approach to managing drug and alcohol-related issues.
- Encourage employees experiencing alcohol or drug dependency to seek help at an early stage.
- Ensure compliance with relevant health and safety legislation.

This policy applies to all employees, directors, agency workers, subcontractors, self-employed operatives, consultants, visitors and anyone working on behalf of WEINSULATE.CO.UK LIMITED.

Company Rules

All persons covered by this policy must:

- Report for work fit to carry out their duties safely and effectively.
- Remain free from the effects of alcohol or drugs while at work.

- Not consume alcohol during working hours, including paid breaks, unless specifically authorised for a business event.
- Not possess, use, distribute, sell or supply illegal drugs on Company premises, customer premises or any site where Company business is being undertaken.
- Not misuse prescription or over-the-counter medication in a way that affects their ability to work safely.

Prescription Medication

Employees who are prescribed medication, or who are taking over-the-counter medicines that may cause drowsiness, reduced concentration or otherwise affect their ability to work safely, must inform their manager or supervisor before commencing work.

Any information provided will be treated confidentially. Where necessary, suitable adjustments or alternative duties may be arranged to protect the individual and others.

Support for Employees

The Company recognises that alcohol or drug dependency may be a health issue and encourages anyone who believes they may have a problem to seek help voluntarily.

Employees are encouraged to speak in confidence with their manager or supervisor at the earliest opportunity. Where appropriate, the Company will provide reasonable support and may allow time for medical treatment or rehabilitation, subject to operational requirements.

Requests for assistance made before any breach of this policy will be treated sympathetically and confidentially wherever possible.

Suspected Impairment

If a manager or supervisor has reasonable grounds to believe that an employee is under the influence of drugs or alcohol whilst at work, they may:

- Remove the individual from work immediately.
- Arrange safe transport home where appropriate.
- Carry out an investigation.
- Require the individual to attend a meeting before returning to work.
- Consider disciplinary action where appropriate.

The safety of employees, customers and the public will always take priority.

Drug and Alcohol Testing

Where permitted by contract, client requirements or Company procedures, WEINSULATE.CO.UK LIMITED reserves the right to carry out drug and alcohol testing in circumstances including:

- Reasonable suspicion of impairment.
- Following a workplace accident or near miss.

- As part of client contractual requirements.
- Random testing where permitted.

Testing will be carried out fairly, respectfully and in accordance with applicable legislation and Company procedures.

Unreasonable refusal to undergo testing may be treated as a disciplinary matter.

Disciplinary Action

Breaches of this policy will be investigated in accordance with the Company's Disciplinary Procedure.

Examples of serious breaches include:

- Reporting for work under the influence of drugs or alcohol.
- Consuming alcohol during working hours without authorisation.
- Possessing, using or supplying illegal drugs whilst at work.
- Refusing to cooperate with a reasonable investigation or authorised drug and alcohol test.

Serious breaches of this policy are likely to constitute gross misconduct and may result in summary dismissal.

Where criminal activity is suspected, the Company reserves the right to notify the police or other relevant authorities.

Responsibilities

Managers and supervisors are responsible for:

- Monitoring compliance with this policy.
- Addressing concerns promptly and fairly.
- Supporting employees who seek assistance.
- Taking appropriate action where safety may be compromised.

Employees are responsible for:

- Reporting to work fit for duty.
- Complying with this policy at all times.
- Informing management if prescribed medication could affect their work.
- Reporting concerns where a colleague's impairment could present a safety risk.

Policy Review

This policy will be reviewed annually or earlier if required by changes in legislation, Company operations or industry best practice.

Signed: *E Smith-Hutchon*

Eric Smith-Hutchon

Director

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