



## TEESSIDE ENGINEERING & PLANT SERVICES LTD

### DRUG & ALCOHOL POLICY

This Policy has been communicated within **Teesside Engineering & Plant Services Ltd** and will be made available to interested parties.

#### Introduction.

**Teesside Engineering & Plant Services Ltd** believes in promoting a healthy and safe working environment. The organisation has a duty to protect all its employees, and others. Alcohol and drug abuse has serious implications for users, their fellow workers, and for their work performance, especially with machinery or in hazardous situations.

#### Policy Scope and Purpose.

This policy applies to all TEPS employees, contractors, customers and other visitors to Company premises.

This policy is intended to protect employees from the dangers of alcohol and drugs, and to encourage those with a problem to seek help.

#### Teesside Engineering & Plant Services Rules.

If an employee is taking prescribed drugs which could affect his/her performance at work then he/she must make their line manager aware.

Alcohol/drug consumption or possession on Company premises is prohibited. Failure to observe this rule amounts to gross misconduct, and will result in appropriate disciplinary action. The only exception to this is the consumption of prescribed drugs which do not effect work performance.

Anyone found to be under the influence of alcohol or drugs on Company premises will be removed from the premises, and be subject to appropriate disciplinary action.

Any disciplinary action will follow a thorough investigation. Employees will be asked to provide an explanation only when in a fit state to do so.

The possession of controlled drugs on Company premises will result in the Police being called.

Employees convicted in court of drug taking or possession will be subject to the Company disciplinary procedure.

Company employees are required to report to their line manager anyone on Company premises who shows symptoms of being under the influence of alcohol or drugs. These symptoms can include:

- Smell of alcohol
- Slurred speech
- Unusual lack of co-ordination
- Changes in behaviour, especially aggressiveness.

In the event of a special occasion e.g. Christmas, alcohol may be permitted on Company premises, but only with the express permission of the Director.



**Employee Support.**

**Teesside Engineering & Plant Services Ltd** recognizes that alcohol or drug dependency may be an illness, and can be treated in the same way as any other long-term illness.

Employees who believe that they have a problem with alcohol, drugs, or other substances, are encouraged to seek confidential assistance from their line manager or the Personnel Manager, who can provide access to an occupational health practitioner.

An employee undergoing recognised and agreed treatment for alcohol or drug dependency will be entitled to Company sick pay, according to the rules in force at that time.

They will have the right to return to work following effective treatment, subject to the approval of an occupational health practitioner.

Where treatment is unsuccessful, and an employee is unable to return to their job, suitable alternative employment will be sought. If none is available, consideration will be given to termination of employment on the grounds of ill health.

Sometimes prescribed drugs, necessary for the health of an employee, may adversely affect work performance. This situation will normally be dealt with through company sickness procedures. This may involve seeking a prognosis from an occupational health practitioner, including the length of time the employee will need to take the prescribed drug, and the consequences on work performance of continued prescription. Performance issues giving concern will be discussed with the employee. Reasonable adjustments to working arrangements will be considered, until the employee returns to full health.

**Daniel Thompson** – Director

**Simon Stewart** – Director