

ALCOHOL AND SUBSTANCE ABUSE POLICY

APPROVAL CONTROL

ROLE	NAME	DATE
People Director	Sara Robinson	01.10.2015

VERSION CONTROL

VERSION	AUTHOR NAME	VERSION CHANGES	DATE
5.1	Gail Lawrence	Added section on Support Added section on Social Events	01.10.2015
5.10	Chris Souch	Policy review and update to new template	30.03.2016
5.11	Jayne Morris	Annual policy review	07.07.2017
5.12	Gail Butcher	Reviewed – no changes	12.7.2018
5.13	Scarlett Campbell	Annual review – no change made	16.04.2019
5.14	Scarlett Campbell	Annual review – no change made	01.04.2020
5.15	Gail Butcher	Added section regarding the supply of drugs, line manager and employee responsibilities.	01.04.2020

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OBJECTIVE

Huntswood is committed to providing a safe and productive work environment and to promote the health, safety and well-being of its employees and will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse.

As well as the health & safety considerations, inappropriate use of alcohol and drugs can damage the health and well-being of employees and result in reduced levels of attendance, sub-standard work performance as well as be detrimental to the Company's reputation and image.

The purpose of this policy is to explain the Company's approach to alcohol and substance abuse.

APPLICABILITY

This policy applies to permanent, temporary and fixed term employees of Huntswood ("Huntswood Representative"). Huntswood also expects Head Office contractors and Associates to comply with the policy.

POLICY PRINCIPLES

Employees are expected to come into work, and remain throughout the working day, in a fit and safe condition to undertake their duties and not be under the influence of alcohol or drugs.

Alcohol

You are not permitted to consume alcohol when at work or to bring it onto the premises for that purpose, other than for business related purposes and with the prior consent of your Line Manager.

Controlled drugs

Huntswood expressly prohibits the use of any illegal drugs (including psychoactive substances, including those formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on our premises or at a company function, they will be regarded as serious, will be investigated and may lead to disciplinary action and possible reporting to the police.

You are not permitted to:

- possess controlled drugs whilst at work, except where it has been medically prescribed
- possess, whether lawfully or not, controlled drugs with intent to supply another person
- store drugs or alcohol in personal areas such as lockers and desk drawers; or

- attempt to sell or give drugs or alcohol to any other employee or other person on the company premises

Prescribed medication

You must inform HR or your line manager regarding any prescribed medication that may have an effect on your ability to carry out their work safely and must follow any instructions subsequently given.

Social events

You should be aware that the standards of behaviour at company social events with colleagues or clients remain the same as those which we would expect at work, although they may take place outside of normal working hours.

If you commit misconduct or serious misconduct, or where your efficiency at work becomes affected through consumption of alcohol, drug or substance abuse, action under the Disciplinary Procedure may be taken against you.

SUPPORT

Huntswood will aim to provide reasonable assistance to support employees through our confidential Employee Assistance Program, Occupational Health services and self-help groups.

TABLE OF DEFINITIONS

The table of definitions provides definitions of terms used within the policy document

TERM	DEFINITION
Huntswood Representative	Permanent, temporary and fixed term employees of Huntswood

POLICY RESPONSIBILITIES

The following table defines the business roles and their responsibilities in regard of the policy document.

RESPONSIBILITY	ROLE	DEFINITION
Owner	People Director	The Owner ensures the policy is reviewed and maintained on a regular basis
Reviewer	Head of Infrastructure & Head of HR	The Reviewer ensures the policy document aligns with relevant legislation and company requirements
Author	Facilities Manager	Shall update the policy document in a succinct time frame on receiving updates from the reviewer and in accordance with company policy writing guidelines
Policy Audience	Huntswood Representative	Must apply the business policy to the business they undertake on behalf of Huntswood

APPLICABLE STANDARDS AND LEGISLATION

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010