

ALCOHOL & DRUG POLICY

Alcohol and drugs misuse is everyone's concern. It damages health, causes absenteeism, reduces productivity and increases accidents. Martins is committed to ensuring a safe, healthy and productive working environment.

SCOPE AND RESPONSIBILITY

This policy applies to all Martins employees whether on a permanent or temporary contract and any Agency/Contract worker on site. All staff are responsible for adhering to the policy and reporting breaches of it. Managers at all levels are responsible for administering, monitoring and reviewing the policy.

DEFINITION

Alcohol and drug problems in the context of this policy are defined as:

'Behaviours resulting from the misuse of alcohol, drugs (including the use of prescribed medication for non-medical reasons) and other substances which harm or have the potential to harm the individual (both physically and mentally) and, through the individual's actions, other people and the environment'

POLICY REQUIREMENTS

- Employees must not report for work whilst under the influence of alcohol or drugs (other than prescribed medication used for medical reasons)
- Employees on prescribed medication must give details of any possible effects of the medication to their Manager (e.g. 'may cause drowsiness') and follow any instructions given by their manager in respect of restricted work activities
- Employees must not possess, consume, sell or give away medication/illegal drugs nor consume alcohol whilst in the workplace*
- Employees in safety-critical jobs who are found to be under the influence of alcohol and/or drugs will be **liable for dismissal**
- Managers must ensure that all employees are aware of the Alcohol and Drug Policy, its aims and safeguards

DISCIPLINARY ACTION

Any employee who, because of alcohol or drug misuse, behaves in a manner contrary to the standards of conduct required by Martins, will be dealt with in accordance with the normal Disciplinary Procedure, and a thorough investigation will be conducted to determine the most appropriate course of action.

*** Possession/Dealing in drugs whilst on site will be reported immediately to the Police**