



Alcohol and Drugs Policy 2018 - 2019

At Duffy Group Ltd we are committed to ensuring the health and safety of our employees, those who work on our sites and those who are and may be affected by our works. One element of that commitment is to ensure that our employees and others, such as consultants, sub-contractors or agency workers, hereafter known as contractors and other third parties, are not placing themselves or others at risk by the misuse of drugs or alcohol. The purpose of this policy is to ensure that employees and contractors do not report for work in an unfit state by virtue of use of alcohol or drugs, including both illegal drugs, legal medication and legal highs (properly known as Novel Psychoactive Substances), nor consume or be in possession of alcohol, or any drug that may affect their ability to undertake their duties.

Duffy Group is committed to creating a safe environment by fostering a culture of care and concern for people, which demands that everybody accepts responsibility for their own and others wellbeing. This policy forms part of that commitment.

No employee or contractor will:

- Report in an unfit state due to the use of drugs or alcohol
- Be in possession of alcohol or drugs of abuse in the workplace or
- Consume alcohol or use drugs during working hours.

All members of staff are required to support this policy by:-

- Participating in alcohol or drugs screening when requested.
- Telling Line Managers about any alcohol or drug-related problem they have, or think they may be developing.
- Telling Line Managers about any prescription or over the counter medication they are taking which may affect their ability to work safely.
- Not coming to work in an unfit state as a result of consuming alcohol or taking drugs.
- Not possessing or supplying any illegal drug or other drug of abuse in the workplace or while at work.
- Not consuming illegal drugs or any other drug of abuse in the workplace, while at work or at any other time.
- Not discontinuing an agreed course of treatment for a drugs or alcohol related problem without good reason and with prior agreement with the Line Manager.

A programme of screening, including 'For cause', and random unannounced screening for all employees, has been put in place which includes procedures intended to:

- Detect the use of drugs and/or alcohol by any person(s), employees and contractors alike, involved in a safety related incident where there is a possibility that the actions or omissions of the person(s) led to the incident
- Detect the use of drugs and/or alcohol where employees or contractors' behaviour prompts cause for concern
- Detect, via random screening, employees or contractors who may be under the influence of drugs or alcohol.



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Staff will face disciplinary action if: -

- Screening returns a positive result.
- They fail to notify their Line Manager of their use of over the counter medication that may affect their ability to work safely or which may influence the result of screening.
- They refuse to provide a screening sample.
- They provide an adulterated/diluted sample.

Duffy Group Ltd will not tolerate any departure from the requirements contained in this policy and will regard any infringement, including where a member of staff refuses to be screened without good cause, as gross misconduct and will instigate appropriate disciplinary action. It is likely that such disciplinary action may result in dismissal if actions are deemed to be gross misconduct.

Donal Corbett
Director
April 2018