



ALCOHOL AND DRUGS POLICY

Status of this Policy

This policy and the procedures and rules established through it do not form part of your contract of employment.

We may depart from it depending on the circumstances of any case.

It will be kept under review and may be amended at any time. Any issues covered by it will be dealt with under the policy, procedures and rules in force at that time.

Principles and Purpose

The Company is committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively, in an environment which is free from alcohol and drug misuse.

The work in which the Company is engaged, its ships and workboats, the plant, machinery and equipment used and the tasks its employees undertake are all potentially very hazardous and so require that all employees are fully fit to perform their duties without impairment, both for their own safety and also for the safety of others, ships, workboats, plant, machinery and equipment, and the protection of the environment

We will not accept staff arriving at work or being at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs before reporting for work, and/or who consume alcohol or take drugs whilst at work.

These principles are reflected in the rules which are set out in this Policy

Zero tolerance

Because alcohol and drugs can pose such serious risks in our work environment, the Company's attitude to drugs and alcohol is 'zero tolerance'. This is reflected in the rules which are set out in this Policy

Alcohol

Employees are forbidden to be in possession of, consume, be under the influence of or, when at a place of work, show any signs of having taken alcohol, or to bring alcohol onto any Company premises, ship or workboat, plant, equipment or machinery or on any area of work under any circumstances.

Employees living on board a ship or workboat might have to react to an emergency at any time. This rule therefore applies both when the employee is working and also during non-working time i.e. 24 hours a day.

Any breach of this rule will be treated as a disciplinary offence.

Drugs

Employees are forbidden to be in possession of drugs, take, be under the influence of, or show signs of having taken drugs which have not been prescribed for them on medical grounds or been purchased legitimately 'over the counter'.

This rule applies both when the employee is working and also during their leisure time i.e. 24 hours a day 365 days a year.



Legal Highs and Substance Abuse

Employees are forbidden to use so-called 'legal highs' or engage in substance abuse.

This rule applies both when the employee is working and also during their leisure time i.e. 24 hours a day 365 days a year.

Any breach of this rule will be treated as a disciplinary offence.

In this Policy references to 'drugs' includes legal highs and other substances unless the context requires otherwise.

Prescription and Non-Prescription 'Over the Counter' Drugs

Care must be taken to comply with the instructions for the safe use of any drugs, whether prescribed or 'over the counter'. It is possible for some such drugs to impair performance so that, when using them, an employee should not be involved in manual and mechanical handling operations, driving vehicles or plant, using machinery or equipment or operating on a ship or workboat.

Any prescription drugs which might impair performance must be immediately reported to management, so that appropriate arrangements can be made to avoid risk. All reports will be dealt with in confidence.

Employees involved in manual and mechanical handling operations, driving vehicles or plant, using machinery or equipment or operating on a ship or workboat must avoid using 'over the counter' drugs which might impair performance.

Employees using prescription or 'over the counter' drugs should always read the information which accompanies the drugs to check whether they might affect performance.

An employee who has taken a prescription drug or an 'over the counter' drug and feels that their performance might have been affected by it must immediately report that fact to their line manager.

A breach of these rules will be treated as a disciplinary offence

Employees Considered to be Under the Influence of or to Have Taken Drugs or Alcohol

If an employee is considered to have taken or be under the influence of alcohol or drugs, arrangements will be made for them to leave any workplace immediately.

The employee will be suspended pending disciplinary action.

It is not necessary for an employee to be breathalysed or undergo drug testing. In appropriate circumstances an assessment can be made based on the employee's demeanour and behaviour and any other indicators considered relevant in the particular circumstances of the case.

Testing

An employee considered to have taken or be under the influence of drugs or alcohol may be required to take a test and/or be breathalysed.

Employees may also be subjected to random testing or breathalysing.

An employee must comply promptly and readily with a requirement to be tested or breathalysed.

Any failure to meet these requirements will be treated as a disciplinary offence.



Test results

An employee must not test positive for alcohol or drugs.

A positive test will be treated as a disciplinary offence. It will be treated as gross misconduct and is likely to result in summary dismissal.

For the avoidance of doubt, there is no acceptable level of alcohol. Staff who consume alcohol during their leisure time at home must allow sufficient time for all alcohol to have dissipated by the time they are back at work.

Alcohol dissipates from your body at a rate of one unit per hour whatever your size, weight or body mass index. As a rough guide there are approximately:

- 2 units in a pint of low-strength lager, beer or cider (3.6%)
- 3 units in a pint of higher-strength lager, beer or cider (5.2%)
- 3 units in a large (250ml) glass of wine

In applying these 'rules of thumb' you should always err on the side of caution to be absolutely certain you are not at risk.

General

Alcohol and drugs can pose a serious safety risk to the individual, work colleagues and third parties, as well as to the business.

It is for this reason that the Company has adopted the following:

- a. Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for confidential help. They should speak in confidence with their manager, or secure the help of a colleague in this respect.
- b. Employees must not to cover up for colleagues with a drink or drug problem. Doing so can potentially create a risk to the business and/or a safety risk. They must encourage the colleague to come forward for confidential help. If the colleague will not do so, the employee must report their concerns in confidence to their manager.
- c. Employees who suspect that a colleague may be in breach of any aspect of this Policy must bring the matter immediately to the attention of management.
- d. Employees who, independently of any breach of the rules which are set out in this Policy, come forward for confidential help and then actively participate in a drug or alcohol assistance programme:
 - will be supported whilst they do so; but
 - might not be permitted to work in a safety critical position.

It must, however, be clearly understood that drug or alcohol dependency will not excuse a breach of any of the rules which are set out in the preceding sections of this Policy

Because of the safety risk and the risk to the business, any failure to comply with the rules in paragraphs (b) and (c) above will be treated as a disciplinary offence.

Disciplinary action under this Policy

Because alcohol and drugs can pose such a serious safety risk to the individual, work colleagues and third parties, as well as to the business, disciplinary offences under this Policy will be treated very seriously.

Breaches will be treated as gross misconduct.

The normal penalty if an employee is found guilty of gross misconduct is summary dismissal – that is immediate dismissal without notice or pay in lieu of notice.

Signed J McGarry MD

October 2018
Review Date October 2020