


HR Policy		 IT'S OUR BUSINESS TO SUPPORT YOURS		Page 1 of 10
Record No.	Issue No.	Issue Date	Prepared By	Authorised By
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe

ALCOHOL & DRUG POLICY & PROCEDURE

Scope & Legislation

This policy applies to all Robinson Services employees when they are engaged in Company business, working on or off company or client premises, and when driving company vehicles.

Purpose & Objectives

Robinson Services is committed to providing a safe and productive work environment; to promoting the health, safety and well-being of its employees and to complying with all legislation. The inappropriate use of alcohol or drugs can damage the health and wellbeing of employees, affecting personal and working lives. At work, such misuse can result in reduced levels of attendance; efficiency and increased underperformance; health and safety risks and disciplinary issues. The Company operates a zero-tolerance policy to alcohol or drugs misuse.

The Company treats drug and alcohol dependency as a health problem that requires special treatment and help, although we reserve the right to take disciplinary action to deal with the problem when this is appropriate.

This policy is designed to:

- Ensure that employees are aware of the health risks associated with alcohol/drug misuse
- Provide guidance as to the help and support available for such issues
- Set out the consequences for those who misuse drugs/alcohol at work
- Achieve a balance between supporting employees who come forward with a problem, and the legal requirement to preserve:
 - The health, safety and welfare of employees and others with whom they come into contact;
 - As well as
 - The Company's reputation, and
 - The delivery of high quality, effective services.


This policy refers to all employees of the Company, irrespective of seniority and does not discriminate at any level. We expect agency workers and anyone working on our behalf, whether paid or unpaid, to comply with this policy.

**** This policy does not form part of any employee's contract of employment and may be amended at any time.***

1. General Principles

To minimise the risk of unsafe and unsatisfactory performance due to alcohol or other drugs, employees are expected to report to work safe and fit for duty and to remain safe and fit for duty throughout their working day or shift or when on scheduled call. Employees are expected to be professional and socially responsible at all times, throughout the course of their working day or whilst on Company business.

The Company will adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependence or addiction. This means that employees with a substance misuse problem will not automatically have their employment terminated simply because of their dependence/addiction. Notwithstanding the

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 2 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

above, there will be circumstances where breaches of the policy, whether dependency-related or not, will be treated as a disciplinary matter and may result in summary dismissal of the employee.

By way of example, the following circumstances will result in disciplinary action and may amount to gross misconduct, resulting in summary dismissal:

- Deliberate disregard for personal safety and/or the safety of others which is associated with the use of intoxicating substances, whether or not this is as a result of dependence or addiction
- A positive test of 0.09 mg per litre (alcohol) result or in excess of European Workplace Drug Testing Society (EWDTS) cut off limits (drugs) whether post-accident or through reasonable suspicion
- Unacceptable behaviour in the workplace associated with the use of intoxicating substances, whether or not this is as a result of dependence or addiction
- Being found incapable of performing normal duties satisfactorily and safely as a result of consuming alcohol or taking drugs, whether or not this is as a result of dependence or addiction
- Possession, consumption, dealing/trafficking, selling and/or storage of controlled drugs (drugs covered by the Misuse of Drugs Act 1971) or alcohol either on work premises, or engaging in such activities outside of work
- Being disqualified from driving as a result of alcohol or drug related offences (if you are expressly required to drive a vehicle for work purposes)
- Making malicious or vexatious allegations that a colleague is misusing intoxicating substances

This list is illustrative only and should not be regarded as exclusive or exhaustive.

Disciplinary action will be in all cases proportionate to the circumstances of the breach of the policy. Where evidence warrants, the Company will inform the police of illegal drug use or any activity or behaviour related to drugs or alcohol over which there are concerns as to its legality.


2. Definitions

For the purpose of this policy, a person will be found to have consumed drugs and alcohol if:

- An incident gives rise to concern that alcohol or drugs may have been consumed, for example, an accident or near miss and/or
- 2 or more independent witnesses observe defined behaviour which indicates consumption of drugs or alcohol and/or
- Onsite tests indicate a positive result and
- Independent lab tests by the Company's agent indicate a positive result

A full list of the terms and definitions used in this policy is available in Appendix 1.

3. Associated Health Risks

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 3 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

Alcohol

Drinking within government suggested guidelines has minimal detrimental effect on health. However there are several health risks associated with drinking too much alcohol:

- Impaired judgement leading to accidents/injuries
- Anxiety
- Impotence
- Slowed breathing/heartbeat
- Damage to the foetus during pregnancy
- Increased blood pressure
- Increased risk of stroke
- Increased risk of a variety of cancers
- Osteoporosis (thinning of the bones)
- Pancreatitis (inflammation of the pancreas)
- Stomach ulcers
- Heart disease
- Dementia
- Mental health problems

More information can be found at www.drinkaware.co.uk

Drugs

Health risks depend upon the type of drugs taken. These can include:

- Increased risk of developing certain cancers
- Depression and more severe mental health problems
- Brain damage
- Vascular disease

More information can be found at www.talktofrank.com


4. Prohibition on Alcohol and Drug Consumption

Alcohol

- a) No alcohol must be consumed on Company premises at any time. Consumption of alcohol during the working day, whether on or off site, is prohibited.
- b) Employees representing the Company at business/client functions or conferences or attending Company-organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions in line with their responsibility to maintain a professional image.
- c) Employees must not consume alcohol before coming to work, including when on call or standby for work. In cases identified where alcohol has been consumed prior to start of the working day, the individual may be subject to testing to determine the alcohol concentrations present. Should the alcohol levels identified be above the pre-defined workplace limits, then it will be considered a breach in policy.

Drugs/Other intoxicating substances

- d) Employees must not take drugs and/or other intoxicating substances at any time, with the exception of drugs prescribed for the individual or over-the-counter medicines used for their intended purpose (in accordance with the instructions given by the prescriber, pharmacist or manufacturer).

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 4 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

- e) Employees must notify their line manager as soon as possible if they are prescribed medication that may cause serious side effects and which is likely to impair their ability to undertake their duties safely and effectively, for example production machine operation or driving.
- f) Employees who experience serious side effects as a result of taking prescribed or over-the-counter medicines that impair their ability to perform their duties safely and satisfactorily in the workplace must notify their line manager as soon as possible. This is particularly important if they occupy a post where it is not only their own safety but the safety of others that could be jeopardised.
- g) Employees have a responsibility to check with their doctor, practice nurse or pharmacist about the side effects of prescribed or over the counter medication which could potentially adversely affect their ability to do their job safely.

Controlled Drugs

- h) Employees are not permitted to possess, store, trade or sell controlled drugs on Company premises or bring the Company into disrepute by engaging in such activities outside of work. The only exception to the above in relation to possession is where an employee has a prescription for a controlled drug, however trading or sale of such prescription drugs is not permitted.

Company Drivers

- i) Employees must never consume alcohol or drugs if they are required to drive private or Company vehicles during working hours. Outside of working hours, employees must ensure they are well within the legal limits if they are driving a Company vehicle. However, regardless of whether the vehicle is Company or private all employees are advised that they should remain within the legal limits outside working hours because of the implication any possible conviction could have on their employment.


Loss of a driving licence due to a conviction for driving while over the legal limit, or driving whilst unfit, may have implications on employment. Employees are reminded that if they have to drive as part of their job, dismissal may be inevitable if a relevant alternative job cannot be found.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

5. Procedure

When visual observation or involvement in an incident such as an accident or near miss (this may include any employee involved by association) gives rise to concern that an employee has consumed alcohol or other intoxicating substances, the relevant Line Manager should immediately contact the Compliance and Risk or the HR department immediately. A checklist may be used for cases of reasonable suspicion (see Appendix 3).

The employee may be asked to submit to a with-cause test for intoxicating substances either on site immediately or via an arranged appointment with the Company independent consultants. The Company reserves the right to request the required form of biological specimens from an employee for the purpose of testing for intoxicating substances.

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 5 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

On each such occasion, the Company will seek consent from the employee. Refusal to submit to testing may be treated as a non-negative result; as may adulteration or other falsification of test results.

Results are confidential and will be reported only to line managers and those tested. Where appropriate, a portion of the sample collected will be retained on behalf of the employee for a defined period and will be made available for third party analysis if required. Every effort will be made by the Company to maintain the integrity and composition of any samples retained.

Employees who attend the workplace having consumed drugs or alcohol will be escorted home safely and placed on medical suspension if necessary. Arrangements will be made for him / her to be formally interviewed as soon as is reasonably practical thereafter in line with the Company's disciplinary procedure.

Robinson Services reserves the right to carry out follow-up alcohol and drug testing for employees who have been receiving support or who have been absent from work due to an alcohol or drug related problem.

6. Requesting Support

Employees are strongly encouraged to seek help if they have concerns regarding their alcohol or drug consumption. In addition to the individual's GP, there are a number of agencies which offer help and support for those experiencing problems with drugs or alcohol. A list is available in Appendix 2 of this policy.

The Company has also engaged a counselling service helpline which is available to our employees; and any members of their immediate family who permanently live with them who are 18 years old+. The service is completely confidential and is provided over the phone.


The counselling service can be accessed 24 hours a day, 7 days a week by calling 0344 893 9012

If the individual has concerns about the way in which their consumption of drugs or alcohol is affecting their work, they may wish to approach their line manager or HR Department in the first instance.

Where an employee has disclosed that they have a drug or alcohol problem, the Company will always adopt a constructive and supportive approach to assist them to address it. This may include allowing time to off for attending rehabilitation, counselling or medical appointments related to the problem, subject to the normal rules on Sickness Absence.

Where an individual does not wish to come forward to seek help, and their colleague(s) genuinely suspect that the individual may be misusing drugs or alcohol, they have a responsibility to raise their concerns with the employee's line manager. Employees should not, even with the best motives, 'cover up' for, or collude with, a colleague with an alcohol or drug related problem but instead should encourage the individual to seek help.

Such requests for assistance will be treated in the Strictest Confidence within the limits of practicability and the law. In order to provide effective support and help, it may be necessary, for example, for information to be shared with others (for example, the individual's Manager/Supervisor (where the initial approach has been from a Work Manager), but this will be kept to a minimum.


		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 6 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

In all circumstances the encouragement to seek and accept assistance is on the clear understanding that:

- No punitive action will be taken where the issues raised have not had any impact on the workplace – if assistance is sought and the workplace has been affected, for example, the employee has been identified as having visibly consumed drugs or alcohol or has tested positive for the same; during capability; absence or disciplinary, the Company will still offer referral assistance but this will not negate the invoking of/existing process.
- The employee will be granted reasonable leave to undergo any help or intervention that is required and such leave will be granted as sick leave
- The Company will need to liaise with the employee's GP with their permission and to request the employee to attend an appointment with an independent occupational health consultant to obtain advice and offer appropriate support
- If resumption of the same job during treatment would risk jeopardising the welfare and safety of employees/public the Company may look for relevant alternative employment for the individual. If no such alternative is available, the employee will be placed on sick leave and will be reviewed at regular intervals. The matter will be dealt with through the long-term sickness procedure (see the Company Absence Policy & Procedure) at this stage.
- The line manager will meet with the employee prior to their return to work following completion of treatment to discuss expectations and explain that punitive action may be taken if the employee is found to have consumed alcohol or drugs at any stage

7. Responsibilities

It is the responsibility of all Robinson Services employees to be aware of the contents of the Alcohol and Drug Policy. It is the additional responsibility of Robinson Services managers at all levels to support implementation of the Policy. Overall responsibility for this Policy lies jointly with the HR Director and the Compliance and Risk Director.

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 7 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

APPENDIX 1

Terms Used


Intoxicating substance - a substance that changes the way the user feels mentally or physically. It includes alcohol, illegal drugs, legal drugs, prescription medicines (for example, tranquillisers, anti-depressant, over-the-counter medicines), solvents, glue, lighter fuel.

Controlled drugs - these are drugs covered by the Misuse of Drugs Act 1971. They include both drugs with no current medical uses as well as medical drugs that are prone to misuse. All are considered likely to result in substantial harm to individuals and society.

Substance Misuse - Drinking alcohol, taking drugs or a controlled substance, either intermittent or continuous which interferes with an individual's health, work capabilities or conduct, or which affects the work performance and/or safety of themselves and others.

Dependency - a compulsion to keep taking an intoxicating substance either to avoid effects of withdrawal (physical dependence) or to meet a need for stimulation or tranquillising effects or pleasure (psychological dependence).

Addiction - a state of periodic or chronic intoxication produced by the repeated intake of an intoxicating substance. This means that a dependency has developed to such an extent that it has serious detrimental effects on the user and often their family as well, and the individual has great difficulty discontinuing their use. The substance has taken over their life.

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 8 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

APPENDIX 2

Support Agencies & Resources

DAS Counselling: 0344 893 9012 (UK) or 01850 670 407 (Republic of Ireland) - Robinson Services has engaged a counselling service helpline which is available to our employees; and any members of their immediate family who permanently live with them who are 18 years old+. The service is completely confidential and is provided over the phone. The counselling service can be accessed 24 hours a day, 7 days a week

Alcoholics Anonymous : 0845 769 75555 (UK) or +353 1 842 0700 (RoI) - the largest self-help group for people who acknowledge they cannot handle alcohol, and want a new way of life without it, the service is free.

Alcohol Concern has a website (www.howsyourdrink.org.uk). It is for people worried about their alcohol consumption. The website enables people to assess their alcohol consumption, along with recommended courses of action, such as contacting treatment centre's or online interventions.

Local Community Addiction Teams & Services – across UK & Ireland

Drinkline : 0800 917 8282 (UK Only) - a government funded free service. Can provide advice to the drinker or anybody concerned about the drinker. Has a database of local support and treatment services that can help the drinker. Website (www.Drinkaware.co.uk)

HSE Ireland Helpline – 01800 459 459 or email helpline@hse.ie (RoI only) – The HSE's Alcohol & Drugs Helpline for information on support services

Your General Practitioner

FRANK (UK Only): is a confidential, anonymous, discreet and well informed friend ready to offer advice, information and support on drugs issues. FRANK is available by phone: (0800 77 66 00) on the web: (www.talktofrank.com) or by e-mail: (frank@talktofrank.com). You can talk to FRANK in 120 languages and you can text FRANK on (0800 917 8765).

Narcotics Anonymous : information lines 0845 373 3366 (UK) or +353 1 6728000 (RoI) - the largest self help group for people who want to stop using drugs, services are free. Website <https://www.na-ireland.org/>

Dunlewey Addiction Services: freephone 08000 886 725 (UK) or 01800 936 725 (RoI) – free counselling & mentoring programme for substance misuse; gambling or families of those affected. Website <https://dunlewey.net/>

Samaritans : All Ireland service – 24 hour contact number is 116 123

HR Policy		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>		Page 9 of 10
Record No.	Issue No.	Issue Date	Prepared By	Authorised By
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe

APPENDIX 3: Visual Observation – Reasonable Suspicion Guidance Checklist

Observation Date: _____ Observation Time: _____ Location: _____

Employee name		
Observation Areas	Observed Factors	<input checked="" type="checkbox"/>
Speech	Incoherent	
	Slurred	
	Mute	
	Shouting	
	Slow	
	Silent	
	Fast Speech	
Walking	Unsteady	
	Swaying	
	Falling	
	Staggering	
	Unable to walk	
Standing	Swaying	
	Staggering	
	Feet wide apart	
	Rigid	
	Unable to stand	
Eyes	Bloodshot	
	Glassy	
	Dilated	
	Closing	
	Watery	
Appearance/Breath	Body odour	
	Unkempt	
	Flushed	
	Sweating	
	Pale	
	Alcoholic odour	
	Sweet, pungent tobacco odour	
Demeanour	Sleepy	
	Sarcastic	
	Emotional	
	Argumentative	
	Hyperactive	
	Aggressive	
	Calm	
Actions	Hostile	
	Threatening	
	Profanity	
	Drowsy	
	Erratic	
	Resisting Communication	
	Calm	
Other Observations:		

		 <i>IT'S OUR BUSINESS TO SUPPORT YOURS</i>			
HR Policy				Page 10 of 10	
Record No.	Issue No.	Issue Date	Prepared By	Authorised By	
HRAD001	1	31/07/15	Sinead Sharpe	Sinead Sharpe	

Observed by (signature): _____