

# ADAS Drugs and Alcohol Policy



## Aims

ADAS is fully committed to ensuring the health, safety and welfare at work of all employees and visitors to the company's premises. The misuse or abuse of alcohol and drugs which adversely impacts on work performance is taken very seriously.

The purpose of this policy is to ensure:

- That employee's use of drugs, alcohol or other intoxicating substances does not impair the safe and efficient running of the Company, or result in risks to the health and safety of themselves, other employees, clients or the general public.
- Employee awareness of the problems of drug and alcohol misuse and to encourage those with a problem to seek help.
- Compliance with relevant legislation and client requirements in this area.

This policy applies to all employees, contractors and agency staff both working on Company premises and on behalf of the Company.

## Definitions

**Alcohol misuse, alcohol dependency and problem drinking:** Any drinking, either intermittent or habitual, which definitely and repeatedly interferes with a person's health, social functioning and/or work conduct or capability.

**Drug abuse and drug dependency:** The intermittent or habitual taking of drugs, other than those prescribed as medication, such that the ability to perform duties is impaired, disruptive behaviour occurs, or attendance at work is interfered with.

**Habitual dependency/abuse:** Dependency on the effects of a drug (including alcohol) such that the desire for these effects becomes a central and overriding concern of daily life and has adverse occupational and social consequences.

## Alcohol

- Social drinking out of working hours should be limited to the extent that it does not in any way impair the employee's performance of normal duties in the workplace.
- Employees are responsible for maintaining sensible and safe drinking levels at all times
- The consumption of alcohol on ADAS premises is not permitted at any time, other than at social functions approved by the Management.
- An alcohol-related incident will be reported to the police as necessary.

## Drugs

- The possession, supply or consumption of drugs on ADAS premises is not permitted at any time, except prescription drugs prescribed to an individual or common over-the-counter remedies being taken by individuals. On ADAS premises, employees must not provide over-the-counter remedies/drugs to other staff or to anyone involved with ADAS business.
- Drug possession and/or dealing on ADAS premises or whilst staff are on ADAS business will be reported to the police, without exception.

- Employees on prescribed medication that may affect their ability to perform their duties must notify their manager or their Human Resources before reporting for duty.

## Drug testing

Whilst ADAS does not have a policy of carrying out widespread drug testing of employees, some of the Company's clients may require ADAS staff working for them to be subject to testing in relation to their own Health and Safety policies. Any member of ADAS staff who may be affected by such policies of our clients will be informed of this requirement and as such may then be subject to testing, including random drugs and/or alcohol testing, as requested by the client. Staff who do not wish to be tested may be permitted to opt out and will then be switched to other duties where appropriate.

ADAS aims to ensure that any such testing of ADAS staff meets the following conditions:

- The criteria used for selecting staff for testing must be justified, and applied consistently and communicated to staff affected.
- Staff should be made aware that drug or alcohol testing is taking place, and of the possible consequences of being tested.
- Random testing should be limited to staff in safety-critical roles.
- Random testing and post-incident testing may take place in relation to Health and Safety issues.

In addition to the above circumstances the Company reserves the right to require a member of staff to undergo drug testing when there are grounds for concern that the individual may be breaching the Company's Drugs and Alcohol Policy, thereby putting their own or others' health and safety at risk and or rendering themselves unfit for work.

## Responsibilities

### Managers are required to:

- Ensure staff understand this policy and the consequences regarding misuse of alcohol, drugs and other intoxicating substances.
- Be aware of the signs of alcohol and drug misuse, monitor the effect on performance, health, attendance at work and health and safety at work and take appropriate action.
- Intervene at an early stage when changes in performance, behaviour, sickness levels/attendance patterns are identified to establish whether alcohol or drugs misuse is an underlying cause. They should also intervene where behaviour may impact on the health and safety of the individual or other employees at work.

### Employees are required to:

- Comply with this policy and to report any breaches to management.
- Be in a fit and safe condition to perform work duties and not be under the influence of alcohol or drugs.
- Take prescribed drugs and over-the-counter remedies responsibly and report any side effects while at work to management.
- Keep prescribed drugs and over-the-counter remedies secure.
- Bring any alcohol or drugs problems to the immediate attention of management.
- Not knowingly cover-up alcohol and drug dependency problems or misuse by colleagues.

## Recognising symptoms

Employees are provided with guidance on recognising potential signs of misuse or abuse.

## Help

The Company provides an independent confidential counselling service from which employees can seek support and advice.

## Policy review

This policy will be periodically reviewed in accordance with a documented procedure within the company's quality management system.

A handwritten signature in black ink, appearing to read 'I Strudwick', with a long horizontal flourish extending to the right.

**Ian Strudwick**  
Managing Director  
RSK ADAS Limited

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