



## **CDTS North and West LTD**

### **Drug, Alcohol and Solvent Abuse Policy Statement**

CDTS Ltd is determined to make every effort that no employee is ever involved in drug, alcohol or solvent abuse while engaged in any company activity. The company is also keen to make it clear that it is quite unacceptable for any employee to be at work showing the effects of drug, alcohol or solvent abuse. The company is concerned with:

- Our commitment to care for the health and safety of our employees
- Our responsibility to maintain an efficient workforce
- Our obligation to inform all members of staff through the induction process of the standards of conduct expected of employees.

Rules on drug, alcohol or solvent abuse

- no drugs or drug related paraphernalia, alcohol or solvents are ever brought onto a company workplace at any time
- no employee is ever involved in selling drugs or solvents on a company workplace
- no employee is ever involved in a company activity suffering from the effects of drug, alcohol or solvent abuse
- employees are expected to report for duty able to carry out their tasks safely, at all times
- all employees have a duty of care to report incidents of drug, alcohol or solvent abuse to their manager.

#### **DRUGS IN THE WORKPLACE**

The company has a duty of care to ensure that the misuse of drugs, alcohol or solvents in the workplace will not be tolerated and renders the offender liable to disciplinary action and a possible criminal offence.

The possession or use of illegal substances on a company workplace constitutes gross misconduct and will be dealt with in accordance with the Disciplinary Procedure.

#### **PROCEDURE FOR DEALING WITH PROBLEM DRINKING/SOLVENT ABUSE/DRUG ABUSE**

If a problem is diagnosed the decision of whether or not to have treatment is the responsibility and choice of the employee. Refusal to accept help or treatment will be grounds for disciplinary action. If unacceptable behaviour and standards of work are a concern, this will also be dealt with by appropriate disciplinary action up to and including dismissal.

## Management Referral

Managers who have reasonable grounds for concern that an employee is experiencing alcohol, solvent or drug-related problems (e.g. frequent short term absences, absenteeism, high accident rates, deteriorating work performance, irritability and poor timekeeping), they are obliged to explore the matter further. This will initially be in the form of an opportunity for the employee to discuss the problem with their manager. If, during the course of this discussion, it becomes apparent that the employee has an alcohol, solvent or drug abuse problem, the following options are available:

- No disciplinary action is taken for this particular misconduct providing the employee agrees to seek help from an outside party.
- A decision regarding disciplinary action is deferred for a define period whilst the employee seeks help from an outside party.
- The misconduct is serious enough that it merits disciplinary action being taken in addition to a referral to an outside party.
- Being under the influence of drugs, alcohol or solvents would be an example of an offence which may be regarded as gross misconduct and dealt with by the appropriate disciplinary procedure.

## Refusal to accept offer of help

If the individual refuses to accept help or referral they should be made aware of the implications which include:

- Disciplinary procedures will continue and any decision taken will be acted upon or
- Work performance will be monitored for a specified period – disciplinary procedures may be resumed if performance or behaviour has not reached an acceptable level

## REVIEW OF POLICY

The Policy may be amended at any stage by joint agreement.

Signed .....*I. Christison* ..... Dated ...4<sup>th</sup> June 2021....  
I. CHRISTISON, DIRECTOR

Signed .....*J. Thomson* ..... Dated...4<sup>th</sup> June 2021....  
J. THOMSON, DIRECTOR