

## ENLITEN IT LTD DRUG AND ALCOHOL POLICY

### DRUG AND ALCOHOL STATEMENT

Employee is defined as:

Any person contractually obligated to perform duties on behalf of Enliten IT Ltd.

Workplace is defined as:

The location that any contractual duties are performed at.

Alcohol and Drug dependence is defined as:

The 'habitual drinking of intoxicating liquor or the habitual taking of drugs other than drugs prescribed as medication' by an employee, whereby the employee's ability to perform their duties is impaired or their attendance at work is interfered with, or they endanger the safety of others".

It is well documented that the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries. Therefore the aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

### Principles

- The rules on alcohol and drugs will be strictly enforced.
- All employees will be treated consistently and fairly in line with this policy.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

### Rules

The rules laid out in this policy apply to all employees, workers and contractors. The Company's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. As such, the following rules will be strictly enforced.

No employee, worker or contractor shall:

- report or try to report for work when unfit\* due to alcohol, drugs or substance abuse;
- be in possession of or supply others with alcohol or illegal drugs in the workplace;
- consume alcohol or illegal drugs whilst at work.

\*Whether an employee is fit for work is a matter for the reasonable opinion of management.

In addition, employees, workers or contractors must:-

- ensure they are aware of the side effects of any prescription drugs;
- advise their line manager or site contact immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others e.g. drowsiness.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (e.g. if there was a strong smell of alcohol on the person’s breath), they must be sent home immediately.

Possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

### Help and Support

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their doctor.

Useful links:		
Alcoholics Anonymous Tel 0845 769 7555 <a href="http://www.alcoholics-anonymous.org.uk/">www.alcoholics-anonymous.org.uk/</a>	ACAD (Advice and Counselling on Alcohol and Drugs) <a href="http://www.acad.org.uk">www.acad.org.uk</a>	FRANK Tel 0800 776 600 <a href="http://www.talktofrank.com">www.talktofrank.com</a>