

## ALCOHOL, MEDICATION AND DRUG USE PROCEDURE POLICY

### 1. OBJECTIVE

1.1 To set out the company rules regarding alcohol, medication, and drug use.

### 2. PROCEDURE

2.1 Alcohol, medication, and drug use.

PC Flooring is committed to maintaining safe places of work. Alcohol and drug abuse will not be tolerated at any PC Flooring sites, offices or facilities. Prescribed medication can increase risk to safety and therefore control is necessary.

Although each case will always be considered in detail, the following actions will usually be regarded as gross misconduct, liable to disciplinary action, which can include summary dismissal:

- The consumption, possession, distribution, or sale of alcoholic beverages on company premises.
- Operation of any company plant, vehicles and equipment required to undertake the works, under the influence of drugs and alcohol. Drink and drug driving will not be tolerated.
- The possession, use, distribution, or sale of illegal drugs on company premises.
- The misuse of prescribed drugs on company premises.
- Being unfit to perform your duties through alcohol or drug use. Any individual judged by management to be in this condition must be removed immediately from the premises.

To assist in the operation of this policy the following will be conditions of employment within PC Flooring:

- The company may conduct searches on company sites and premises for alcohol or drugs at any time.
- Employees and contractors may be tested for alcohol and/or drugs either as routine or following an accident or incident.
- Refusing alcohol or drugs testing will usually be treated as gross misconduct.
- It is the duty of all employees to report any alcohol or drug dependency or use of prescribed controlled drugs before testing.



- Any employee or contractor who feels that they may be having difficulties with use or abuse of alcohol or drugs should bring this to the attention of their Line Manager or the HR Department.
- All contractors and suppliers must adopt the details of this procedure or demonstrate that they have equivalent rules and procedures.

Authorised: Ian Hammond Director

Date: 02/12/22

A handwritten signature in black ink, appearing to read 'Ian Hammond', is written over the date.

Office: 01202 330650 | info@pc-flooring.co.uk