



Drugs and Alcohol Policy

Aims

John Dix Travel aims to provide a safe and healthy environment for all its employees. Certain factors can make the workplace unsafe, especially in the safety critical industry of transport. These issues include the consumption of drugs or alcohol. The consumption of drugs and alcohol can impair judgement and physical co-ordination. This can affect the safety of the individual under the influence of alcohol and any other person who may be affected by them. It is also against the law to operate a vehicle under the influence of drugs or alcohol.

This policy applies to all John Dix Travel employees, managers and directors. It also covers bona-fide sub-contractors, their employees and labour only sub-contractors. Both Drugs and Alcohol are a rising problem and those with ongoing drug/alcohol problems or just a one off, may be endangering themselves and others. This consumption may take place the night before work, but will still be able to affect the processes that an employee needs to fulfil their work obligations. Drugs and Alcohol can make people lose inhibitions and therefore take higher risks. It can also make people aggressive, which may lead to physical violence¹, which will not be tolerated.

The reason for this policy is to establish an understanding between all employees, managers and directors, that drug/alcohol consumption can be a detrimental factor to safety, health and productivity.

John Dix Travel has a zero tolerance towards both drugs and alcohol, but realise that some people may become dependent on such substances and therefore will provide advice and guidance to those who may be affected by such addictions.

Responsibility

It is the responsibility of all employees to read, understand and adhere to this policy. It is the duty of the Managing Director and the Transport Manager to implement this policy and to use its guidance to discuss any issues with employees. It is the responsibility of John Dix Travel to provide a safe place of work, which can only be achieved through the continued consultation with employees about such issues as drug or alcohol abuse. It is also the responsibility of employees to make sure they perform their tasks in a safe manner which does not give rise to risks to themselves or risks to others.

¹ Please see violence at work policy for further details

Overall responsibility for the implementation of this policy is:

John Dix – Managing Director

The person responsible for the day-to-day implementation of this policy is:

Jim Slatter – Transport Manager

Company Rules

The company rules are: 'No Alcohol or drugs to be taken at work or consumed prior to working. If you are adjudged to be under the influence of drugs or alcohol you will be ejected from site. This includes consumption of drugs or alcohol the night before work'.

These rules must be implemented at all times. Drinking alcohol may take place during the night before or during break times on a working shift. The Transport industry is a high risk working environment and should be treated as such. When individuals consume drugs/alcohol or are under the influence of drugs/alcohol their judgement becomes impaired, reactions are slower and they lose their inhibitions. All these factors can cause health and safety issues which may result in serious injury and/or damage. There are several scenarios that may occur during a time under the influence of drugs/alcohol.

Drug/Alcohol consumption is prohibited during working hours. Not only is there a risk of injury or damage on the construction site, but there is also a high risk from driving home or driving around to different sites. In both cases, the person drinking is not only putting themselves in danger but they are affecting the health and safety of people around them.

Prohibition:

- Employees are prohibited from working (Driving to work in their personal vehicles, driving company vehicles or working in the office) if they are under the influence of drugs/alcohol. This includes a single unit of alcohol.
- Employees are prohibited from drinking alcohol or taking drugs during working hours. This includes break times.
- Employees adjudged to have a high alcohol blood concentration from drinking the night before work or seem to be under the influence of drugs, will not be permitted to work. (If you know you are going to have a few drinks for a special occasion, book the day off work)

Disciplinary Action

If you are believed to be under the influence of drugs/alcohol, the Transport Manager may inform the Police so they can perform tests to determine whether you have consumed any drugs/alcohol.

A breach of these rules will be defined as gross misconduct and it is likely that the employee in question will face summary dismissal.

Drug and Alcohol Testing

Where deemed necessary, the company has the right to carry out drug or alcohol testing on their employees and sub-contractors. Random drug or alcohol tests may be carried out at the discretion of the Managing Director and his delegated managers.

Support for Employees with Drug/Alcohol Dependence

Reasonable requests from staff for time to attend Drugs/Alcohol cessation groups will be treated sympathetically.

John Dix is responsible for maintaining the policy and will provide staff who wish to give up drugs/alcohol with details of where to seek help.

All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.

Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

This policy has been approved & authorised by:

Name: John Dix

Position: Managing Director

Date:

Signature:

