



Alcohol & Drugs Policy for All Employees at Industrial Door Systems Ltd.

Introduction

- IDS as an employer mindful of the welfare of all its staff, is concerned that the use of alcohol and / or drugs by its employees should bit impair their health and social life. Moreover, to the extent that misuse of alcohol and / or drugs may have detrimental effects on an employee's attendance and work performance, the interests of IDS and its employees are invoked.
- IDS regards an individual's dependency on either alcohol or drugs as an illness. The same provisions and allowance for treatment will be made as for other illnesses.
- IDS has considered it appropriate to draw up an alcohol and drug policy and this it has done.
- For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee , whereby the employee's ability to perform his/ her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others"

And drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

- The policy is intended to apply to all staff or Industrial Door Systems Ltd.
- IDS will assist any member of staff who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling. Staff who suspect or know that a colleague has an alcohol or drug problem may wish to encourage him/her to seek help.

Policy Statement

- Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner. If the company believes that an employee is dependent on alcohol or drugs it may require that employee is to attend an interview with their immediate manager to discuss the situation regarding a treatment strategy and his/ her suitability to fulfil his/her responsibilities to the company.
- If it is shown that the working environment is contributing to a dependency problem, then IDS will take all reasonable actions to ameliorate such problems.
- It is hoped that any member of staff who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.
- Someone whose dependency on drink or drugs has come to the attention of a head of department / immediate manager possibly through difficulties at work – will, in the first place, be encouraged to discuss his/her dependency problems and also, if appropriate , be advised to seek medical assistance.
- IDS will regard anyone seeking help as having a health problem and will cooperate to enable appropriate help / treatment to be obtained.

IDS will treat reasonable absences for advice and treatment for dependence on alcohol or drugs as sick leave, provided the person concerned regularly informs us of progress and genuinely attempts to overcome the dependency problem. The need for confidentiality will be respected.

- If, because of an alcohol or drug dependency, a person's performance at work / behaviour is suffering and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment. Should help be refused or treatment unreasonable discontinued or, after a reasonable interval there is no improvement in behaviour and /or work performance remains poor, disciplinary procedures will be resumed or initiated. Such procedures may result in the termination of an individual's appointment.
- An individual has the right to be accompanied/ represented by his/ trade union representative or a colleague in discussions over alcohol or drug dependency.
- If because of alcohol or drug dependency or for any other reason – a member of staff behaves or carries out his/ her work in such a way as to endanger himself/herself or others prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation the employee's alcohol or drug dependency will be taken into account, but it will not necessarily free the person concerned from the consequences of his / her conduct.

In rare cases an employee who develops dependency on alcohol or drugs may become unsuited to his/ her particular post. Special considerations will need to be given to the position of such employees and, where possible, a suitable alternative post sought.

Agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a member of staff's general conditions of service

IDS will continue to provide alternatives to alcohol on all appropriate occasions, in addition to the provision of or sale of alcoholic drinks.

The director is responsible for the implementation of the policy and its day to day operation.

J. W. Barnett

J W Barnett
Managing Director

Date: 4th October 2011