	Alcohol and Drugs Policy		
	General Policy Documents		
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Company Rules

This Company does not permit:

- Alcohol or drug misuse during working hours
- Being under the influence of alcohol or drugs whilst at work (including work-related social functions during working hours)
- Encouraging others to misuse alcohol or drugs

Possession of and dealing in illegal substances will be immediately reported to the Police in all cases. The Company reserves the right to carry out random testing of employees for the purpose of ensuring their health and safety, and that of others by ensuring that employees are not performing their duties whilst under the influence of any substance (please refer to Alcohol and Drugs Testing Policy). This will principally apply to employees in safety critical and/or business mobile roles. However, testing can be requested for any employee where the Company has a reasonable suspicion of substance misuse.

Policy

The policy applies to all workers and employees from Directors to sub-contractors.


PPSL District Heating Ltd recognises that for a range of reasons individuals can and do misuse alcohol and drugs, and that this represents a problem for the individual and the organisation. It also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. This policy has therefore been adopted to protect all employees and the business and to offer appropriate help and support to the individuals concerned.

Accordingly, Company policy involves two approaches:

- Providing reasonable assistance to the member of staff with an alcohol or lawful drug abuse problem (providing they are willing to co-operate in treatment for that problem); and
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription used as recommended by a medical professional) is evident and/or affects performance or behaviour at work, and where either an alcohol or drug dependency problem does not exist; or where treatment is not possible or has not succeeded.

The Company does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. The Company will seek to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

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Procedure

Reasonable Assistance

The Company will, where possible, provide the following assistance to a member of staff:

- Helping the member of staff to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.
- Support during a period of treatment. This may include a period of sick leave (paid or unpaid) or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the Company.

The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post. The Company's assistance will depend upon the following conditions being met:

- Approved Doctor diagnoses an alcohol or lawful drug dependency related problem.
- The member of staff recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.

If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.

A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Company at that time.

Disciplinary Action

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct: Attending work and/or carrying out duties under the influence of alcohol or drugs. Consumption of alcohol or drugs immediately before/ during the working day/ whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

Where a breach of these rules occurs, but it is established that an alcohol or lawful drug abuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Company will suspend application of the Disciplinary Procedure and help as described above. Employees who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subject to the application of the Disciplinary Policy.

Company Signatures

Ben Leach – Director



Brian Hutchinson - Director



Date:

6/1/2025

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