



# Access Floors Limited

## Alcohol and Drugs Policy

### Introduction

1. Access Floors Limited, as an employer mindful of the welfare of its employees and sub-contractors, is concerned that the use of alcohol and/or drugs should not 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 or sub-contractor's attendance and work performance, the interests of Access Floors Limited and its other employees are invoked.
2. Access Floors Limited 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.
3. Access Floors Limited has considered it appropriate to draw up an alcohol and drug policy.
4. 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 themselves and/or 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 themselves and/or others".

5. The policy is intended to apply to all staff and sub-contractors employed by Access Floors Limited.
6. Access Floors Limited will assist any employee or sub-contractor in their employ who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling. Anyone in the employ of Access Floors Limited who suspects or knows that a colleague has an alcohol or drug problem may wish to encourage him/her to seek help.



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### Policy Statement

- a) Any employee (including sub-contractors) 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 Access Floors Limited believes that an employee is dependent on alcohol or drugs we may require that employee to attend an interview with a director of the company. The director will provide advice to the employee regarding assistance and will determine his/her suitability to fulfil his/her responsibilities.
- b) If it is shown that the working environment is contributing to a dependency problem, then Access Floors Limited will take all reasonable actions to remedy the situation.
- c) It is hoped that any employee (including sub-contractors) who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.
- d) Someone whose dependency on drink or drugs has come to the attention of Access Floors Limited - possibly through difficulties at work - will, in the first place, be encouraged to discuss his/her dependency problems and, if appropriate, be advised to seek medical assistance.
- e) Access Floors Limited will regard anyone seeking help as having a health problem and will cooperate to enable appropriate help/treatment to be obtained. The need for confidentiality will be respected.
- f) If, as a result 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 unreasonably 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 employment.
- g) An individual has the right to be accompanied/represented by a colleague in discussions over alcohol or drug dependency.



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- h) If, because of alcohol or drug dependency - or for any other reason - an employee behaves or carries out his/her work in such a way as to endanger himself/herself or others, prompt corrective action will be taken. 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.
- i) Agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a employee's or sub-contractor's general conditions of employment.

The Managing Director is responsible for the implementation of this policy and its day-to-day operation.

A handwritten signature in black ink, appearing to read 'Stan Cuthbertson', written over a light-colored rectangular background.

Stan Cuthbertson  
Managing Director  
Access Floors Limited

7<sup>th</sup> July 2011