

<<Company Name>> are responsible for the health and safety of all employees very seriously. This is the primary concern of the company, and we are committed to ensuring the health, safety and welfare of our employees at all times.

- We take our obligations to our customers seriously. This policy to help us ensure the company complies with our legal duties.

Work Act 1974 places a duty on
ing environment.

supply or produce controlled drugs.
 an offence for the occupier of
 or supply of any controlled drugs
 those premises.
 the offences.

volunteers and agency workers.

Within the boundaries of this policy, to
be expected of them and to take

Refers only to controlled or illegal
and similar substances that are

- to provide a safe and healthy workplace by law;
- the nature and its likely symptoms;
- the responsibilities regarding drug testing;
- the drug testing problem affecting their work consistently.

dance, reduced efficiency and decision-making. Employees should be aware of the risk to everyone around them. Indicators commonly include:

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se symptoms, employees should

encourage them seek assistance from their manager or <<State Job Title E.g. the HR Manager>>]. If they will not seek help, employees should draw the matter to the attention of their manager. Employees should, in any circumstances, discuss their concerns with any other colleagues.

If employees are prescribed medication, they should seek advice from their GP about the effect on their ability to carry out their duties should be modified. If so, employees should advise <<Insert Job Title E.g. the HR Manager>> immediately.

Searches

The Company reserves the right to search employees, including searches of <<State E.g. the HR Manager>>.

Prohibition

- Employees are expected to be able to perform their duties without the effects of drugs. The prohibition of use of psychoactive drugs, including prescription drugs.
- No non-prescription drugs, including over-the-counter drugs, may be used on company premises, land or vehicles, or while on duty, status in, or business.
- The prohibition of no use of drugs by staff whilst they are on duty, including driving on company land or vehicles, or for company business.

Disciplinary Action

A breach of these rules will be defined as misconduct. An employee in question will face summary dismissal. If an employee has an appropriate treatment and/or rehabilitation programme, the Company may decide to suspend the employee on full pay for poor performance pending the outcome of the programme.

Principles

- If an employee is diagnosed with a drug-related problem, the Company will treat it as a health issue, not a disciplinary matter. Any disciplinary action from any of the disciplinary procedures may fall within the scope of the Company disciplinary procedures.
- Drug-related problems are a health issue and should be dealt with over a long period of time. All drug-related problems should be dealt with in a constructive and supportive manner. The Company will provide support and assistance to the person responsible for all such issues in the Company. The Company will also provide employees with information and help.
- All requests for help and support should be handled in the strictest confidence and all information gathered should be handled in accordance with the Data Protection Act 1998.

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If employees are prescribed medication, they should seek advice from their GP about the effect on their ability to carry out their duties should be modified. If so, employees should advise <<Insert Job Title E.g. the HR Manager>> immediately.

The Company reserves the right to search employees, including searches of <<State E.g. the HR Manager>>.

Employees are expected to be able to carry out their job and to be able to perform their duties without the effects of drugs. The prohibition of use of psychoactive drugs, including prescription drugs, includes the use of "legal highs" or other substances which have the effect of illegal drugs.

No non-prescription drugs, including over-the-counter drugs, may be used on company premises, land or vehicles, or while on duty, status in, or business.

The prohibition of no use of drugs by staff whilst they are on duty, including driving on company land or vehicles, or for company business.

A breach of these rules will be defined as misconduct. An employee in question will face summary dismissal. If an employee has an appropriate treatment and/or rehabilitation programme, the Company may decide to suspend the employee on full pay for poor performance pending the outcome of the programme.

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All requests for help and support should be handled in the strictest confidence and all information gathered should be handled in accordance with the Data Protection Act 1998.

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some degree of information to be necessary.

- The Company reserves the right to assign affected employees lighter duties at the same rate of pay or to take paid leave if it is deemed appropriate.
- Following effective treatment, the Company will endeavor to return the affected employee to the same role previously fulfilled by the employee where this is not possible, to a suitable alternative].
- In the event that an employee who has successfully completed treatment for a drug related problem suffers a relapse, the Company [will not make] [is under no obligation to make] provision for the employee and the employee in question [will] [may] face summary dismissal.
- If it is considered that the employee's behavior or culture is the cause or a contributor to a drug related problem, the company will take all reasonably practicable steps to ensure that the problem does not recur.

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This policy has been approved &

Name: <<Insert Name>>

Position: <<Insert Position>> Resources Manager>>

Date: <<Date>>

Signature:

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