



**MICHAEL
J. LONSDALE**

REFERENCE REV 00 01/05/19

Michael J Lonsdale Ltd

Alcohol & Substance Misuse Policy & Procedure

Michael Lonsdale Group

Unit 1 Langley Quay
Waterside Drive
Langley, Slough, Berkshire. SL3 6EY

Tel: 01753 588750 Fax: 01753 549085

e-mail: slough@michaellonsdale.com

Michael J Lonsdale Ltd

22-24 Cowper St London

EC2A 4AP

Tel: 0845 241 6622

e-mail: london@michaellonsdale.com





Contents

| | | |
|----------|---|-----------|
| 1 | Policy | 3 |
| 1.1 | Purpose of this Document..... | 3 |
| 1.2 | Scope | 3 |
| 1.3 | Roles & Responsibilities..... | 4 |
| 1.4 | Accessibility..... | 5 |
| 2 | Procedure | 6 |
| 2.1 | Help & Support..... | 6 |
| 2.2 | Noticing Alcohol Related Symptoms | 7 |
| 2.3 | Restrictions on Alcohol in the Workplace..... | 7 |
| 2.3.1 | Licensed Premises at Work | 8 |
| 2.4 | Noticing Drug Related Symptoms..... | 8 |
| 2.5 | Restrictions on Drugs in the Workplace | 9 |
| 2.6 | Prescription & Over the Counter Drugs | 10 |
| 2.7 | Searches..... | 10 |
| 2.8 | Testing | 11 |
| 2.9 | Individuals Who Are Not Employees..... | 11 |
| 2.10 | Local Rules..... | 12 |
| 3 | Document Information | 13 |
| 3.1 | Referenced Documents | 13 |
| 3.2 | Related Policies | 13 |
| 3.3 | Document Change History | 13 |
| 3.4 | Records | 13 |
| 3.5 | Terminology..... | 14 |
| 4 | Appendix | 15 |
| 4.1 | Alcohol Awareness..... | 15 |
| 4.2 | Drug Awareness | 15 |
| 4.3 | Contact Numbers | 16 |

List of Tables

| | | |
|---------|--------------------------------|----|
| Table 1 | Roles & Responsibilities | 4 |
| Table 2 | Referenced Documents..... | 13 |
| Table 3 | Related Policies | 13 |
| Table 4 | Document Change History..... | 13 |
| Table 5 | List of Terms | 14 |

1 Policy

Purpose of this Document

The Michael Lonsdale Group (Inclusive of Michael J Lonsdale Ltd, Michael J Lonsdale Electrical Ltd, Michael Lonsdale Ltd) is a responsible employer and takes its obligations to ensuring the health, safety and welfare of its Employees very seriously.

1.1 The inappropriate use of alcohol or drugs can damage the health and well-being of employees and have far-reaching effects on their personal and working lives. At work, alcohol or drug misuse can result in reduced levels of attendance, sub-standard work performance and increased health and safety risks not only for the individual concerned but also for others, for example work colleagues, members of the public, contractors, service users. Furthermore, the effects of alcohol or drug misuse are likely to be detrimental to the organisation's reputation and image and its ability to deliver high-quality services.

1.2 The Michael Lonsdale Group is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees. The Drug and Alcohol Policy is designed to ensure that employees are aware of the risks associated with alcohol/drug misuse and the consequences, including the legal consequences, of their actions.

This policy does form part of the employees' terms and conditions of employment and may be varied by the Company from time to time, as required.

2. Objectives

2.1 The Policy aims to:

- Raise Staff awareness of the risks and potential harm to health associated with the use of intoxicating substances.
- Set out the rules regarding the use of intoxicating substances so that employees are aware of the likely consequences for their employment of misusing them.
- Create a climate that encourages employees who may be misusing drugs or alcohol to come forward and seek help.



- Provide a framework to enable instances of substance misuse by employees to be handled in an appropriate, fair and consistent manner.

- Achieve a balance between supporting employees who come forward with a problem and the overriding need to preserve:
 - the health, Safety and Welfare of Employees and others* with whom they come into contact

 - the Organisations Reputation

 - the delivery of high-quality, effective services

- * section 2 of the Health and Safety at Work Act 1974

3. Scope

3.1 This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and / or health and Safety.

3.2 This policy applies to all employees.

3.3 The organisation also expects agency and casual workers, contractors, volunteers and others working on its behalf to comply with this policy. Failure to do so is likely to result in the working arrangements being terminated.

4. Roles & Responsibilities

Table 1 Roles & Responsibilities

| Role | Responsibilities |
|-----------|---|
| Employees | <ul style="list-style-type: none"> • Understanding and adhering to all aspects of the Alcohol & Substance Misuse Policy during working hours, including periods of 'on call' • Ensuring they are fit for work in line with the requirements of this policy • Informing their Line Manager of relevant medication they are taking that may bring safety concerns for both themselves and others • Seeking help and guidance on alcohol and substance |



| | related matters |
|----------|--|
| Managers | <ul style="list-style-type: none">• Ensuring all direct reports, including contractors etc. are aware of the standards set out in this policy• Liaising with the QHSE Director where there is suspicion or allegations of an individual breaching this policy• Instigating formal action as appropriate where standards have been breached• Advising and supporting Employees in alcohol and drug related issues, seeking appropriate advice and support from third parties such as occupational health (OH) providers, QHSE and the Employees GP where necessary |
| QHSE/HR | <ul style="list-style-type: none">• Providing advice and guidance to Line Managers on appropriate action to be taken if there are breaches of this policy or with the support of Employees with alcohol or drug related issues |

1.1 Accessibility

If any aspect of this policy and procedure causes the Employee difficulty on account of any disability, or if the Employee needs assistance because English is not their first language, this should be raised with the QHSE Manager/Advisor or QHSE Director who will make appropriate arrangements.

2 Procedure

2.1 Help & Support

The Company has a policy of assistance with the rehabilitation of Employees who voluntarily seek help for drug and alcohol related problems. Such Employees must, however, seek assistance at the earliest possible opportunity. Subsequent discovery or a disclosure prompted only by impending discovery (such as through screening) will not be acceptable. Guidance information on drugs and alcohol can be found in the Appendix.

If an Employee seeks assistance with a drug or alcohol related problem the Company may as a precaution look to immediately remove them from any duties where they may be a risk to themselves and others. The Company reserves the right to reallocate Employees duties as appropriate in this situation. In situations where no alternative duties are available individuals may be suspended with pay.

In the event that an Employee is diagnosed with an alcohol or drug related problem the Company will treat it as a health matter and support the Employee accordingly. However, this does not excuse the Employee from any of the disciplinary matters that may fall within the scope of the Company's disciplinary policy.

All alcohol and/or drug related issues will be dealt with in a constructive and sympathetic manner. QHSE/HR will ensure that details of where to seek more information or help regarding alcohol or drug related issues is provided to the affected individual in confidence. All requests for help or advice will be treated in the strictest confidence and information gathered as a result will be held in accordance with the Data Protection Act.

If it is considered that the working environment or culture is the cause or a contributor to an alcohol / drug related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems. Time off for drug or alcohol treatment should be dealt with in the same way as sickness absence. If an employee returns to work after a period of sickness leave due to alcohol or drug problems, it is important that they are supported and not returned to an environment that may influence their drug or alcohol misuse. Considerations should be given to changing their responsibilities and allowing time off for on-going support.

Where medical reports are obtained and an Employee agrees to follow a suitable course of action or treatment, the Company will provide support to them which may include the suspension or mitigation of disciplinary action.

However, in the event that following successful treatment for an alcohol / drug related problem an Employee suffers a relapse, the Company is under no obligation to assist in sourcing any further treatment or continuing to support the individual. The individual in question may then be subject to the disciplinary policy and procedure, an outcome of which could be dismissal.

2.2 Noticing Alcohol Related Symptoms

The consumption of alcohol can impair performance in the workplace, resulting in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affecting their health.

In the workplace alcohol misuse can take two different forms:

- Occasional inappropriate drinking
- Consistent inappropriate drinking

Problems arising from the first category may be more likely to be cases of misconduct whilst the second may be more likely to involve long term health and performance issues. In either case the health of the individual Employee will be affected and quite possibly the health and safety of those around them.

Whilst it may be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol misuse may be less obvious. Symptoms of alcohol misuse may include, but are not limited to:

- Frequent absences, particularly on Mondays and Fridays or before / after rest days
- Unusually high rates of absenteeism
- Spasmodic work patterns and lower productivity
- Poor working relationships with others

It is important to recognise that the signs of potential alcohol misuse or dependence could also be caused by other factors, such as stress or personal problems. An Employee's alcohol problem may emerge as a result of a specific incident or as part of a gradual decline in their performance or conduct.

Employees should report any concerns they may have about an individual displaying any or all of these symptoms to their Line Manager but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with anybody else.

2.3

Restrictions on Alcohol in the Workplace

Alcohol must not be consumed in any situation where, as a consequence, the safety of any individual, colleague or visitor is put at risk. No individual whilst working under the Michael Lonsdale Group in any capacity shall:

- Report or endeavour to report unfit for duty having consumed alcohol
- Report or endeavour to report for duty whilst unfit due to alcohol
- Be in possession in the workplace of alcohol without just cause
- Sell, trade, encourage, or permit others to consume alcohol whilst at work or on a Company activity
- Operate machinery or any vehicle whilst under the influence of alcohol as it may impair their abilities and / or put themselves or other Employees at risk
- Fail to immediately inform their Line Manager of any cautions, summons, or convictions in relation to alcohol

The Company recognises that in certain situations alcohol may be provided by the Company and/or third parties in scenarios such as Company functions or conferences. The Company acknowledges in such circumstances where alcohol has been provided, and strictly only when authorised by the Company's management, some consumption would be acceptable. Under these circumstances alcohol must not be consumed in excess, or in sufficient quantities to impinge on the individual carrying out their duties.

This includes when on Company business outside working hours, such as when attending training, when involved in functions or hosting or attending hospitality events. If an Employee is expected to return to their duties following a Company event, site visit or break the same zero tolerance restrictions on alcohol apply.

Employees are not obliged to work with anyone they consider to be, or suspect to be incapable of working following the consumption of alcohol. In such circumstances individuals are advised to report the matter as soon as possible to their Line Manager.

Employees who are incapable or suspected to be incapable of working through the consumption of alcohol will be immediately removed from duty. Employees will also be held to be negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to their consumption of alcohol.

Failure to comply with the policy will be regarded as gross misconduct and will be handled through the Disciplinary Policy & Procedure, the outcome of which may be dismissal.



2.3.1 Licensed Premises at Work

The fulfilment of some Michael Lonsdale Group contracts involves the management of licensed premises where alcohol is served. These contracts have additional local policies in place, to be used in conjunction to this policy, confirm the rules regarding the operation and use of such facilities.

2.4 Noticing Drug Related Symptoms

All references to “drugs” in this section refer to controlled / illegal substances including solvents but not to medicines, supplements and similar substances that are legally and commercially available in the UK. Controlled drugs are managed by the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001 are subject to change. Full details of controlled drugs can be found on the Home Office website.

Drugs often possess side effects that could not only adversely affect Employees health but that of their colleagues as well as impacting their performance. Employees should be aware that anyone under the influence of drugs is a risk to themselves and everyone else around them so should be alert to the possible signs of drug misuse. Such indicators commonly include, but are not limited to:

- Sudden changes in behaviour
- Confusion
- Irritability
- Fluctuations in mood and energy
- Impairment of performance
- Increase in short term sickness absence

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to their Line Manager but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with other colleagues.

2.5 Restrictions on Drugs in the Workplace

No controlled / illegal substances are allowed to be consumed in or brought onto company and/or customer premises at any time. This also includes company owned or leased land or vehicles, or customer owned or leased vehicles / assets, at any time, by any person irrespective of their status.

The prohibition of controlled / illegal substances extends to all activities carried out by Employees whilst they are at work. These activities include but are not restricted to driving



on company business, when on call or standby duties or when on trips for company business, training or social events.

No individual whilst working under Michael Lonsdale Group in any capacity shall:

- Report or endeavour to report for duty having just consumed drugs
- Report or endeavour to report for duty whilst unfit due to the influence of drugs
- Be in possession in the workplace of drugs without just cause
- Sell, trade, encourage, or permit others to take drugs whilst at work or on a Company activity
- Operate machinery or any vehicle whilst under the influence of drugs that may impair their abilities and/or put themselves or other Employees at risk
- Fail to immediately inform their Line Manager of any cautions, summons, or convictions in relation to drugs

Failure to comply with the policy will be regarded as gross misconduct and will be handled through the Disciplinary Policy & Procedure, the outcome of which may be dismissal.

Employees are not obliged to work with anyone they consider to be, or suspect to be incapable of working through the consumption of drugs. In such circumstances individuals are advised to report the matter as soon as possible to their Line Manager.

2.6 Prescription & Over the Counter Drugs

The Company recognises that individuals can become addicted to some prescription or over the counter drugs. Employees taking prescribed or over the counter medication on a regular or continuous basis are responsible for ensuring that that they do not suffer any side effects that may impair / impact their ability to do their job.

Employees who are concerned about their use of prescription or over the counter drugs should notify their Line Manager, in the first instance. Employees who are unfit or otherwise incapable for work through the consumption of prescription or over the counter drugs, yet continue to work inappropriately, may be liable for disciplinary action in line with the procedure outlined for the use of illegal / controlled drugs.

Employees must notify their Line Manager immediately if they are taking prescribed or over the counter drugs which may affect their ability to undertake normal duties. Individuals must fully inform their Line Manager of any side effects their medication has so their duties can be adjusted appropriately if necessary (e.g. no driving or operating of machinery for a period).



The Company may seek advice from its Occupational Health (OH) provider Express Medical Solutions Ltd in situations where more information would be beneficial. Employee consent would always be sought before contacting the OH provider.

2.7 Searches

The Company reserves the right to search an Employee's personal property held on Company and/or Customer premises at any time if there are reasonable grounds to believe that there has been a breach of this policy.

Personal searches will only be carried out by an appropriate Manager in the presence of at least one agreed witness, individuals can request the witness be of the same sex. Care needs to be taken by the Manager to ensure this is done in a sensitive manner. In cases of suspected criminal activity, the Company may call in the police to assist.

If an employee refuses to comply with the search procedures without just cause, this will constitute gross misconduct and will be dealt with in accordance with the Disciplinary Policy & Procedure. In such circumstances, and where there is reasonable suspicion of potential criminal activity, the police may be called to conduct the search.

2.8 Testing

Delivery of some contracts may involve the Company being obliged to conduct and manage drug and alcohol testing of Employees, in line with customer/contract stipulations and requirements.

In addition, the Company reserves the right to request any Employee to undergo a drug & alcohol related test where there is 'reasonable suspicion' that an individual has breached the standards set out by the policy. The programme of screening can include the following tests:

1) Pre-Employment Test

Certain offers of employment may be contingent upon satisfactory results of a drug and / or alcohol test. If a pre-employment test indicates use, the applicant may not be eligible for employment. Details of this will be held locally and will only apply to certain types of roles.

2) Random Test

The Company does not operate random testing on all categories of Employees, however, it may request a test of Employees who work within safety critical roles to ensure the



protection and health and safety of others, as well as to comply with industry safety standards.

3) For-Cause Test

The Michael Lonsdale Group is committed to ensuring the safety of its people is always given the highest priority. As part of its on-going commitment the Company is currently developing procedures to introduce a For Cause test programme to apply across all Michael Lonsdale Group operations.

2.9 Individuals Who Are Not Employees

The Company reserves the right to request the removal of any individual who is working for or on behalf of the Company but is not an Employee, from the workplace with immediate effect if they are suspected of alcohol or drug misuse.

The Company also reserves the right to terminate any agreement for the engagement of services, without liability, in these instances, with immediate effect.

In addition, the Company will highlight any concerns regarding alcohol or drug misuse with Employees of its customers with the customer direct and reserves the right to request the immediate removal of the individual from the contract / workplace.

2.10 Local Rules

In addition to the requirements of this policy, Employees are also expected to adhere to any additional rules and stipulations made by customers and third parties regarding the use of drugs or alcohol as outlined in contractual agreements, site procedures and so on.

3 Document Information

3.1 Referenced Documents

Table 2 Referenced Documents

| Document Reference No. | Title |
|------------------------|-------|
| | |
| | |

3.2 Related Policies

Table 3 Related Policies

| Document Reference No. | Title |
|------------------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

3.3 Document Change History

Table 4 Document Change History

| Issue No. | Details of Change | Date | Name |
|-----------|-------------------------|------------|------|
| One | New Policy Introduction | 25/10/2018 | ACL |

3.4 Records

All quality records produced as a result of following this procedure are recorded on a record control matrix and are maintained in accordance with **Control of Documents and Records**.

3.5 Terminology

Table 5 List of Terms

| Term | Description |
|-----------------|--|
| Employee | Individual who works for the Company under a contract of employment |
| QHSE | Quality Health Safety & Environment |
| HR | Human Resources Department |
| Line Manager | Employee holding a Managerial position with direct reports |
| The Company | The Michael Lonsdale Group of Companies inclusive of Michael J Lonsdale Ltd, Michael J Lonsdale Electrical Ltd & Michael Lonsdale Ltd. All subsidiary companies RedWorx. |
| Drug | A substance, that when taken into the body, is capable of affecting mental or physical performance |
| Controlled Drug | A drug whose use is controlled under the Misuse of Drugs Act 1971 |

4 Appendix

4.1 Alcohol Awareness

It is important Employee's know how much alcohol they could be consuming. The amount of alcohol in drinks is measured in UNITS.

The following drinks contain about one unit of alcohol:

- Half-pint of beer
- Glass of wine
- A Single measure of whisky

It will normally take one hour to "burn off" one unit of alcohol although no precision can be attached to this formula as many other personal factors need to be taken into account such as:

- Sex (blood-alcohol levels in woman are affected more than men)
- Age
- Weight
- Metabolism

No matter how fast a person drinks, our bodies eliminate at the rate of about one unit per hour. This means if an average man drank two pints of beer (4 units) in one hour and then stopped, it would take around 4 hours for his alcohol unit level to reduce back to zero.

4.2 Drug Awareness

Drugs are classified under the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001, although some other drugs are also regulated by the Medicine Act 1968. Some examples of which are:

Class A Drugs

- MDMA (Ecstasy)
- LSD (Lysergic Acid Diethylamide)
- Heroin
- Cocaine
- Magic Mushrooms (if prepared for use)
- Amphetamines (if prepared for injection)



A conviction for possession can lead to a maximum of 7 years in prison and a fine. Conviction for supply or intent to supply can lead to life imprisonment and a fine.

Class B Drugs

- Amphetamines (speed)
- Barbiturates

Maximum penalties for possession are 5 years in prison and a fine. Conviction for supply or intent to supply could result in 14 years imprisonment, plus a fine.

Class C Drugs

- Cannabis
- Anabolic Steroids
- Benzodiazepines (tranquillisers such as Tamazapan)
- Some mild amphetamines

Possession could result in a two year prison sentence. The sentence for supply or intent to supply could result in 14 years imprisonment, plus a fine.

Please note that the above lists are not exhaustive and is subject to change.

Medicines

In addition, many medicines obtained with, or without a prescription, can affect performance at work. They include but are not limited to, some brands of:

- Tranquillisers
- Anti-depressants
- Sleeping pills
- Some anti-histamines for allergies and hay fever
- Some medicines for coughs, colds and indigestion

Employees must tell their Doctor or Chemist about their job before they take any medicine available either on prescription or 'over the counter' and remember to advise their Line Manager that they are taking medication.



4.3

Contact Numbers

Talk to FRANK (National Drugs Helpline)

Phone: 0800 776 600 (24 hour)

Text: 82111

Website / Email: www.talktofrank.com

DrinkLine (National Alcohol Helpline)

0800 917 8282 (24 hour)

Signed

Michael Lonsdale Group Board of Directors
(Michael J Lonsdale Limited /
Michael J Lonsdale Electrical Limited /
Michael Lonsdale Ltd)

Name

Gary Herbert

Position

Managing Director

Date

25th October 2018