



Drugs & Alcohol / Company Policy

General Statement It is Sunter Limited's policy that all employees, contractors and any other acting upon its behalf are free from the influence of any alcohol and non-prescription drugs while carrying out its undertakings.

We also aim to ensure that prescribed drugs also do not affect and/or inhibit an individuals capabilities.

Legal Position Under the Health and Safety at Work Act 1974 and other legislation, companies have a legal requirement to provide a safe working environment for all their employees, contractors and the public.

Definition of "drugs & alcohol"

The definition of drugs and alcohol as defined for this policy includes but is not limited to:

Drugs:

- Any psychoactive substance (those drugs that affect mood, thought process or perception), available both legally and illegally.
- A non-exhaustive list would include all those drugs covered by the Misuse of Drugs Act (1971) and The Medicines Act (1968).

Alcohol: Includes, but is not limited to:

- Distilled spirits, Liquor, Beer, Wine, Malt liquor, Other intoxicants used for beverage purposes.

Periodic / Random Testing

Sunter Limited hereby gives notification to all employees, contractors and any other individual / group involved in its daily business that we may ask you to take part in random alcohol and/or drugs testing.

This will be carried out at Head Office or on-site and all results will be used in any investigation into potential breaches of this and /or any other policy that the company has in place.

Any person found consuming alcohol, administering or taking drugs or being involved in solvent abuse on-site will be removed from site immediately and the disciplinary procedure for Gross Misconduct will apply (This is available in the Employee Handbook).

Refusal to take a Random Test It is your right to refuse a random alcohol and/or drugs test. Any employee who refuses to take a random test will have an immediate meeting with Directors. This may result in being asked to leave site for the rest of the day or longer while an investigation takes place.

Do you need help If you feel that you have a potential problem with alcohol, drugs and/or solvents. Please contact in confidence the Health & Safety Manager or Directors as together we can take steps to get the appropriate medical help required and/or contact the free advice service operated by Croner. Contact details shown on the image opposite.

Document Date: May 2022
Planned Review Date: May 2023

Policy Written by John Walker

Signature: *J.L. Walker*
Position: Health, Safety & Environment Manager

Employee Receipt of Policy:

Name: _____ Signature: _____ Date: _____

Policy Reviewed by: Name: Kevin Stubbs

Signature: *K. Stubbs*
Position: Company Director



Croner

A confidential support service for employees
About Your Employee Assistance Programme

Sometimes it can be difficult to balance the pressures of work with the needs of home life. Your employer recognises help is sometimes needed to deal with the challenges you may face in life, both practical and emotional. Health Assured provides confidential support services which are available to you.

Please make that call, rather than allowing your concerns to grow - you can speak with the same counsellor more than once

What can I use this service for?

- Family Issues
- Medical Information
- Lifestyle Addictions
- Gambling
- Financial
- Relationships
- Domestic Abuse
- Insurance Claims
- Consumer Issues
- Debt
- Legal
- Stress
- Childcare
- Work
- Housing

Telephone Counselling

Your call will always be answered by a qualified and experienced counsellor who will offer help and support in a professional, friendly and non-judgmental manner. A range of additional support is available as part of your EAP, including structured telephone counselling and online Cognitive Behavioural Therapy (CBT). Further support maybe available subject to the terms of your EAP.

Online Health Portal @ www.healthassuredeap.com

- ✓ Emotional support
- ✓ Personal coaching
- ✓ Health checks
- ✓ Medical factsheets
- ✓ Fitness advice
- ✓ BMI assessment

FREE 24 HOUR 0800 032 7097
www.healthassuredeap.com

POP OUT CARD AND PUT IN YOUR WALLET



EMPLOYEE ASSISTANCE PROGRAMME

Family Issues _____
Debt _____
Work _____
Lifestyle Addictions _____
Relationships _____
Legal _____

FREE 24 HOUR
personal support service
0800 032 7097

www.healthassuredeap.com