



Alcohol & Drugs Policy

Creating a safe, productive workplace free from substance misuse



Why This Matters

Health & Safety

Protecting employees and visitors from workplace risks

Performance

Maintaining productivity, quality, and service standards

Reputation

Safeguarding relationships with clients and community



Zero Tolerance Approach

No manufacture, possession, distribution, or use of alcohol and drugs:

1

In the Workplace

At any time, by any person

2

During Work Activities

Outside workplace whilst on duty

3

Affecting Performance

If workplace behaviour subsequently impacted



Support & Education



Information

Education programmes for all employees



Assistance

Access to [HR Unlocked](#) support services



Rehabilitation

Opportunities for recovery programmes



Testing

Compliance with testing policy required

Testing Procedures

Tests may be conducted in these circumstances:

01

Pre-Employment

During recruitment screening

02

Reasonable Cause

When fitness for work suspected

03

Post-Incident

Following accidents with potential harm

04

Random Testing

In safety-sensitive roles

05

Follow-Up

After previous positive results



Manager Responsibilities

Immediate Action

Approach sensitively if impairment suspected

Safety First

Request person stop work if risk identified

Report Promptly

Notify HR immediately for guidance

All results remain strictly confidential



Your Commitment Matters

All employees must acknowledge understanding and compliance with this policy

Breaches lead to disciplinary action, potentially including dismissal

[Contact HR Unlocked](#)

Share this with your team to promote workplace safety