

 POWER SYSTEM SERVICES	Alcohol and Drug Policy	Rev: 01 Date: Dec 2019 Review: Dec 2020
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1. Introduction

Power System Services Ltd has adopted the following policy on substance misuse at work. Alcohol and drug misuse affect performance, conduct and relationships both at work and at home. Staff, who develop alcohol or drug related problems, could cause harm both to themselves and others.

Under the Health and Safety at Work etc Act (1974) Power System Services Ltd has a duty to ensure the health, safety and welfare of all of its employees.

Under the Management of Health & Safety at Work Regulations (1999), employers are required to assess the risks to the health and safety of their employees. Regulation 14 requires that, employees should take reasonable care of themselves, and others who could be affected by what they do at work.

In addition to health and safety responsibilities, we are obliged to comply with the Misuse of Drugs Act (1971), and notify the police if a member of staff is found to be in possession of drugs, or to be supplying illegal substances.

2. Responsibility

Power System Services Ltd has a responsibility to ensure that this policy is effectively carried out. All of the Power System Services Ltd staff and contractors have a duty to comply with this policy.

3. Objectives

Power System Services Ltd recognizes that the drug and alcohol dependency is primarily a health problem. It is our policy to support the rehabilitation of affected staff that actively seek to overcome these problems.

This policy is intended to promote awareness about substance misuse and sets out guidelines on how to identify a problem, and how to deal with it in terms of both treatment and discipline. It applies to all members of staff, regardless of the length of service or status. This document reflects the organisation policy at the time of its implementation. It is subject to constant monitoring and review, and following consultation with staff representatives, may be amended where required.

Power System Services Ltd aims to provide a safe working environment for its staff, contractors and visitors, and an efficient service for its customers and others who may be affected. With this in mind, the aims of the policy are as follows:

- 3.1 To encourage anyone with a drug or alcohol related problem to come forward and seek help. It is the organisations policy to ensure that any member of staff, who informs us of any such problem, will be treated in the same way as any member of staff with a medical condition. This means, sensitively, with respect, and in confidence (within the constraints of any legal requirements). We will support the member of staff in following a rehabilitation programme that has the key objective of returning them to effective work.

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- 3.2 To provide staff with general information about the effects of drugs and alcohol on health, safety and well-being, including, details of organisations that provide assistance to individuals with drug or alcohol related problems.
- 3.3 To eliminate problems at work arising from drug or alcohol misuse by identifying staff or contractors whose performance is impaired by drug or alcohol use, and to take steps to resolve any problems that may arise as a result.
- 3.4 To make staff and contractors aware that the use, possess, consume, store or sell drugs on company premises or sites, or to report for work under the influence of drugs of misuse, will be considered to be gross misconduct and will result in disciplinary action with possible termination of employment and involvement of the police.
- 3.5 To make staff and contractors aware that to consume alcohol on company premises or sites, or to report for work under the influence of alcohol will be considered to be gross misconduct and is likely to result in disciplinary action, which could result in dismissal.
- 3.6 To make staff and contractors aware that the taking of prescribed drugs or over the counter medications may impair their work performance and safety.
- 3.7 To make staff aware that, if they have involved in drug or alcohol related offences, which may affect the image of the organisation, they may be subject to the organisations disciplinary procedure.

4. Definition of substance misuse

Over the counter drugs used for the treatment of common disorders will not be regarded as ‘Drugs’ except as described below.

For the purposes of this policy, the term substance misuse means the use of illegal drugs, and the problematic or inappropriate use, whether deliberate or unintentional, of prescribed drugs or alcohol.

In addition to this, the company regards the use of solvents, and ‘over the counter’ medications, in such a way that attitude, behavior or performance at work is likely to be affected, as falling within this definition.

5. Drugs at Work

The possession, use and/or supply of substances of misuse by staff, is prohibited on company premises or sites, and on company business, at all times. Any member of staff found in possession of substances of misuse on company premises or sites, or on company business, may be guilty of gross misconduct and could be liable to dismissal. In such circumstances the company is also required by law to notify the police.

6. Confidentiality

Staff with substance related problems that are referred for treatment, whether voluntarily or mandatorily, will be dealt with in strictest confidence, subject to the provisions of the law.

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7. Roles and Responsibilities

It is the responsibility of every member of staff to ensure that this policy operates effectively, and is strictly adhered to.

7.1 Role of Management

7.1.1 To be responsible for maintaining a safe and healthy working environment.

7.1.2 To familiarise themselves with every aspect of this policy and its procedures relating to substance misuse.

7.1.3 To ensure that their staff, departments, and contractors, understand this policy, and their responsibility for complying with this policy.

7.1.4 To be alert, and to monitor changes in work performance, attendance, sickness and accident patterns.

7.1.5 To take an objective and non-judgmental approach when counselling, or interviewing, a member of staff suspected of substance misuse.

7.1.6 To refer the member of staff for appropriate assistance.

7.1.7 To identify any aspect of the working environment, (such as stressful work situations), which could possibly lead to substance misuse and take measures to address them.

7.1.8 To intervene at the earliest opportunity, when there are signs of problems.

7.1.9 To act promptly on information from staff.

7.1.10 To refer to the organisation disciplinary procedures where appropriate.

7.2 Role of the Employee

7.2.1 To be responsible for maintaining a safe and healthy workplace.

7.2.2 To familiarise themselves with the organisations information about substance misuse and its consequences for health and safety.

7.2.3 To avoid covering up for, or colluding, with colleagues.

7.2.4 To urge colleagues affected by substance misuse, to seek help.

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7.2.5 To seek help, if they are personally affected by substance misuse.

7.2.6 To alert management of any incidence, or problem, relating to substance misuse.

8. Procedure

Drug and alcohol dependency is regarded as a health problem. Those who know, or suspect, that they are suffering from such a dependency, are encouraged to seek help from an appropriate organisation as soon as possible.

8.1 Voluntary Referral

Where an employee voluntarily decides to seek help, he or she will contact manager, who will see the member of staff as soon as possible and arrange an appointment with the appropriate service provider

8.2 Referral by Management

8.2.1 Where a member of staff has a capability problem, the cause of which is known to be, or suspected to be, substance related, the supervisor will interview the member of staff in the first instance to ascertain the health and safety implications, and take appropriate action to maintain a safe working environment.

8.2.2 If the supervisor believes there is a substance misuse related problem disciplinary measures will be invoked with immediate effect. The member of staff will be referred to director who will investigate the problem and agree a course of action with the member of staff concerned.

8.2.3 Should the member of staff reject the offer of referral, normal disciplinary Measures will be applied. It should be noted that substance misuse at work will be dealt with as gross misconduct.

8.2.4 Where a referral is accepted by the member of staff concerned, an interview will be arranged with an appropriate agency who will carry out an assessment and report back on its findings and recommendations to the director.

8.2.5 Disciplinary action is only suspended pending a satisfactory outcome of assessment and treatment. If, however, the agency indicates that no substance related problem exists, or that the member of staff ceases to co-operate in any way, then normal disciplinary action will be re-instituted.



P. Beauchamp:
Managing Director

Date: 3rd December 2019