



Drug and Alcohol Policy

Claphams Landscape Services Limited recognizes that being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971 and 2012

The Company's policy is that during working hours and at all times whilst on work or client premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they deserve. For those reasons, the following principles will be strictly enforced. Contravention of these principles will be considered as gross misconduct and the Company will take disciplinary action, which may include summary dismissal.

Principles of this Policy

- The Company's alcohol and drugs policy applies to all employees.
- All employees and workers will be treated consistently and fairly in line with this policy.
- Those who admit to having a problem with alcohol or drugs shall be fully supported by management.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness/absence policy.
- When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately and the issue reported to management.
- In addition, possession of or dealing in illegal drugs on Company or Client premises will, without exception, be reported to the Police.

Help and support

- The Company will endeavor to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.
- The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.
- Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Managing Director

Date:

[Handwritten Signature]
05/06/2015.