

# Drugs and Alcohol Policy\*

R7M-HSM-DOC-003 Rev C2  
(Dated at Signature)



## Alcohol

You must not be under the influence of alcohol during working hours. Alcohol can affect judgement and performance and can therefore be a risk to the business.

Being under the influence of alcohol during working hours may be considered to be gross misconduct

## Illegal Drugs or Substances

Illegal drugs or substances must not be brought on to the Company's premises at any time. Anyone found in possession, or under the influence of, illegal drugs or other substances (e.g. glue or other solvents) will be sent home and dealt with through the disciplinary procedure. Such offences are considered to be gross misconduct.

## Medical (drugs and substances)

You must advise the Company if you are taking any prescribed or over the counter medication or substances that may affect your ability to carry out your job role, or may pose a risk to your health and safety (or the health and safety of others).

## Reporting Suspicions

If you notice obvious signs of alcohol or drug abuse in a colleague, you should report your observations and/or suspicions in confidence to an authorised Manager.

## Testing

Due to the serious risks to health and safety and as a preventative measure, the Company reserves the right to carry out tests/screening for alcohol/drugs as follows:-

**With-cause testing:** for all employees at all levels: an alcohol/drugs test may be carried out in cases where an employee has had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where the Company has grounds to believe or suspect that an employee is or may be under the influence of alcohol or drugs. This may include where an employee's performance has declined or errors / mistakes have been made.

**Random testing:** random alcohol/drugs testing may be carried out on employees where there are potential health and safety risk, for example driving on business or operating equipment.

If a with-cause or random alcohol/drugs test proves positive, you will be suspended from work and following investigation you may be subject to disciplinary action.

Should disciplinary action be taken, the outcome will depend on the circumstances but could include, dismissal, where the effects of your alcohol or drug taking are or could be serious, for example if you work in a safety-critical job and your use of alcohol or drugs could affect performance, or where a previous alcohol/drugs test within the past two years has produced a positive result.

**\*This policy has been taken from the Red7Marine yourHR website and will be updated as required by the yourHR management on change of legislation or Company requirement.**

Kristen Branford  
Managing Director

Date:

(to be reviewed within 12 months of date signed)

A handwritten signature in black ink, followed by the date "21/3/19" written in black ink.