



James & Son Ltd

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Company Policy For

Alcohol and Drugs

(January 2023)

Signed  **(Director)**

Date 04/01/23

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James & Son Ltd

As a company, James and Son Limited recognises that it has a responsibility to provide a safe and productive workplace for its employees and the people around them.

For this reason, James and Son Limited does not tolerate the consumption, selling or attendance at work under the influence of alcohol or drugs.

Employees should therefore:

- Not present themselves for work if they are unfit, due to alcohol or drugs.
- Not present themselves for work if they have just consumed or taken drink or drugs.
- Not be in possession of drink or drugs in the workplace (including the van).
- Not consume or take drink or drugs whilst at work

If employees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, Solpadine, they should advise their Doctor and seek alternatives AND report the fact to their Project Manager or Supervisor.

If employees are considered unfit for work, then we have the right to test their blood, urine or breath for drink or drugs. For the purpose of this policy an unfit state through consumption of alcohol is defined as detection by testing of:

- More than 29 milligrams per 100ml of blood;
- More than 13 micrograms of alcohol in 100ml of breath; or
- More than 39 milligrams of alcohol in 100ml of urine.

This is known as a 'positive result' of an alcohol test. Any traces of illegal drugs, such as Cannabis, Cocaine, Amphetamines, Barbiturates, Methadone's etc. found will be deemed a positive test result.

If proved positive the individual's will be immediately suspended, removed from the Project and possibly the Company.

A refusal to undertake the above test would be deemed to be a positive result resulting in the same disciplinary action as if tested positive.



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James and Son Ltd are not looking to victimize employees who admit to having a drink or drug related problem, and who approach the Company for help and are prepared to undergo an agreed form of treatment. James and Son Ltd offer to assist any employee who voluntarily declares an alcohol or drug related problem. This will provide both confidential support and guidance to employees and their families. If you have or think that you may be developing an alcohol or drug related problem, then you must advise your Project Manager immediately so that the help procedures can be applied. Disclosure or discovery of a problem prompted by a positive test result or an impending test is not acceptable.

All employees are strongly advised to drink in moderation during the week and preferably leave 12 hours before commencing a shift.