



2024

Drug & Alcohol Policy



Damian Deal (Director)
Vanquish Insulations UK Ltd
01/06/2024

DEFINITIONS

‘Alcohol’ is defined as a beverage, condiment or food additive which contains alcohol in any form.

‘Drugs’ are defined as illegal substances, prescribed and over-the-counter medications.

KEY ASPECTS OF THE POLICY

Vanquish Insulations UK Ltd (the ‘Company’) does not permit employees or contractors to consume alcohol or illegal substances during work time, either on Company premises or elsewhere.

Additionally, employees or contracts must not:

- Start work, or attempt to start work if they have consumed alcohol or drugs which may make them unsafe to do their job.
- Be in any way under the influence of either drink or drugs at work.
- Bring alcohol or drugs on to Company premises or elsewhere whilst on Company business, nor should they keep any drugs or alcohol in any part of the Company premises.
- Provide, either by sale or gift, alcohol or drugs to any employee or contractor, whilst on Company premises.

Where employees and contractors are involved in corporate hospitality, or the entertaining of customers, suppliers, or other visitors, outside of working hours, employees and contractors are expected to take a responsible attitude to alcohol. Employees and contractors should bear in mind that they are representing the Company and must not do anything to jeopardise its reputation.

Employees and contractors should remember that they may be returning to work, and will be subject to the limits for the presence of alcohol and drugs set out by this policy.

PRESCRIPTION MEDICINES

Employees and contractors must inform their line manager if they are taking any prescription medicines that may affect their work in any way. This is particularly important if it could affect your own, or another person’s safety.

You must also follow any instructions given to you by your manager, or occupational health advisor. You should not use any prescription or over-the-counter drugs which could make you drowsy at work.

COMPANY SUPPORT

If you believe that your work performance is likely to be affected by your use of drugs or alcohol, you should discuss this, in confidence, with your manager. Alternatively raise the matter with the human resource department, Company occupational health advisor, Company nurse, or an external counsellor, who could subsequently discuss the matter with the Company, again in confidence.

Under such circumstances the Company may be prepared to support employees to resolve this matter over a reasonable period, treating any absence or other issues, such as work performance, in a supportive way.

However, you will be required to follow any instructions or advice precisely and attend any appointments as stipulated in the treatment. Failure to do so may result in the Company withdrawing the support. Support would also be withdrawn if the Company suspects you are not making the required effort to overcome the problem. In such cases the Company would treat absence and/or poor performance in accordance with its standard disciplinary process.

POLICY APPROVED



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