

# DRUGS & ALCOHOL POLICY

## ALUCRAFT

REFLECTING EXCELLENCE

The use of illegal drugs or consumption of alcohol in the workplace by you may lead to disciplinary action that could result in your dismissal without notice for gross misconduct. The following rules will apply:

- a) If you are found to be consuming alcohol or deemed to be under the influence of alcohol in the workplace or in your working hours this may be treated as gross misconduct under the Company's disciplinary procedure. You should remember that you continue to be under the influence of alcohol even after you have ceased to consume it, including the following morning.
- b) The taking of illegal drugs or being under the influence of illegal drugs by any employee in the workplace or during working hours may be treated as gross misconduct under the Company's disciplinary procedure.
- c) The possession of illegal non-licensed drugs is forbidden.
- d) We may ask you to undertake a medical examination if we believe you have a problem in relation to drugs and/or alcohol, to assess whether this is affecting your ability to work. You may be suspended from work until the problem is resolved. The Company will decide whether to treat it as a disciplinary matter.
- e) We will inform the police if we believe there has been an abuse of illegal drugs by an employee for which criminal controls are appropriate, either in the workplace or when working on behalf of the Company when the employee is off the Company's premises.
- f) The Company encourages early diagnosis and treatment of drug and alcohol problems and encourages employees to seek help before their actions or problems result in any violation of this policy.

Questions about this policy or its application should be directed to your line manager.



Ian Davy  
Managing Director

20th March 2020

Date