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# **POLICY ON ALCOHOL & DRUGS**

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**Policy on Alcohol & Drugs Document**

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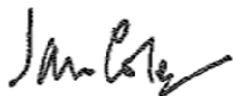
*'Switched on to our customers needs'*

## DOCUMENT CONTROL SHEET

<b>Document Title</b>	<b>Document Ref.</b>	<b>Revision</b>
Policy on Alcohol & Drugs	PAD	G
<b>Project Title</b>	<b>Project Ref.</b>	<b>Date</b>
All Employees & Subcontractors	NA	29/01/2025
<b>Abstract</b> The FCE Policy on Alcohol and Drugs is a fundamental part of the Company's strategy to safeguard the health, safety and welfare of all its employees.		

Responsibility		
Name	Function	Level
Simon Holme	Director	Prepare
Ian Cole	Managing Director	Approve

Approved



Date 29<sup>th</sup> January 2025

**ON BEHALF OF THE BOARD OF DIRECTORS**

This Policy on Alcohol & Drugs has been issued on the authority of the Directors of FCE Projects Ltd for the use of all staff, subcontractors, involved in any works that FCE are involved with.

## CHANGE CONTROL

Revision No	Amendment details	Date
Draft	Initial Issue	13/06/08
A	Modifications on making the document specific for the company whilst still maintaining Scottish Power's key elements.	14/06/13
B	Adjustments to workforce additions, change of helpline telephone numbers, and addition of individual signing of document.	16/12/15
C	Adjustments to workforce additions, change of helpline telephone numbers, and addition of individual signing of document.	20/12/16
D	Adjustments to workforce additions, change of helpline telephone numbers, and addition of individual signing of document.	05/06/17
E	Removed distribution list	08/08/18
F	<p>Changed the FCE logo to new version. SH now responsible to prepare, with IC approving.</p> <p>Alcohol Concern replaced by Alcohol Change within the Further Help section.</p> <p>Drinkline UK Tel number has been updated</p> <p>FRANK Tel number has been updated</p> <p>Removed Turning Point as there are no services near.</p>	09/02/22
G	Changes to Section 5 (Screening). Now includes statement that 5% of construction workforce will be randomly tested quarterly, all new starters will be tested before being officially employed and a new policy of testing all plant operatives annually.	29/01/25

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## 1.0 INTRODUCTION & PURPOSE

The FCE Policy on Alcohol and Drugs is a fundamental part of the Company's strategy to safeguard the health, safety, and welfare of all its employees.

Alcohol and drug consumption/dependency affects individual health and work performance in terms of safety, efficiency, productivity, and attendance. In addition, it can have a detrimental effect on colleagues and dependents. As a responsible employer, FCE Projects recognises the need to take measures to address the issue of alcohol and drugs in the workplace. This Policy has been developed to protect the health and safety of workers and to comply with relevant legislation. e.g., Health and Safety at Work etc. Act 1974, and Misuse of Drugs Act 1971.

**This Policy, including guidelines in relation to alcohol and drugs, and its purpose is to achieve the following: -**

- To have a working environment free from the effects of alcohol and drugs;
- To encourage employees who suspect or know they have an alcohol or drug-related problem to seek help voluntarily and provide assistance to these employees to overcome their problem; To reduce the personal suffering of employees with alcohol or drug-related problems and their dependents;
- To provide practical guidance on how to deal with alcohol or drug-related problems effectively;
- To promote a climate which will reduce the tendency to conceal or deny alcohol or drug-related problems by enhancing awareness; and to provide a supportive framework for employees who come forward with an alcohol and drugs dependency issue.

In addition to employees, other persons working for or on behalf of FCE Projects are required to be aware of and comply with this Policy. It should be noted however that the disciplinary or support provisions contained in this Policy apply to employees of FCE Projects and direct labour subcontractors. For more information, refer to the section 'Agency workers, Consultants and Contractors' contained within this Policy.

## 2.0 DEFINITIONS

For the purposes of this Policy:

**'Alcohol'** is defined as a beverage, condiment or food additive which contains alcohol in any form. An 'alcohol-related problem' is defined as any consumption of alcohol which interferes with an employee's health, safety, welfare and performance in any aspect of employment.

**'Drugs'** are defined as illegal substances, prescribed and over-the-counter medications. A 'drug-related problem' is defined as any use of drugs, or substances which in themselves are legal but may be subject to abuse such as glue or solvents, which interferes with an employee's health, safety, welfare and performance in any aspect of employment.

## 3.0 OBLIGATIONS OF EMPLOYEES

Employees are required to be aware of and comply with this Policy to ensure that their performance or ability to carry out their activities at work safely and competently is not impaired in any way. All employees should observe the following and note that failure to do so may result in disciplinary action being taken. All employees engaged in normal work activity or on scheduled/agreed duty cover either at home or elsewhere, is subject to the Policy in full for the duration of the periods of duty.

The limit for alcohol set by this Policy is in line with the Government's legal drink/drive limit, as amended from time to time. The current limit, as at the date of this Policy, is set at 107 milligrams of alcohol per 100 ml of urine, 35 micrograms of alcohol per 100 ml of breath, or 80 milligrams of alcohol per 100 ml of blood.

In the case of drugs, the threshold levels are determined in accordance with established legal and medical practice. Consumption, possession or sale of illegal drugs is prohibited, and the Company take a zero-tolerance approach. Possession and sale are also criminal offences under the Misuse of Drugs Act 1971.

Specifically, this means: -

- a) Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way.
- b) Consumption of alcohol or drugs during normal working hours or at any time on Company premises is prohibited. For clarity the normal working hours during which the policy applies includes all periods of work such as shift work, overtime and extra duty, and any period whilst waiting for work, such as between split duties. Any period of agreed overtime or emergency call out duty shall be considered to be part of the normal working hours for the purposes of this Policy, and the terms of this Policy

relating to working under the influence of alcohol or drugs will therefore fully apply. Periods of travelling to and from a site for the purposes of overtime or emergency call out will also be treated as falling within the scope of this Policy. Please also refer to the Enforcement and Application section below for the specific provisions in relation to Breaks / Rest Periods.

c) When representing FCE Projects outside normal working hours, employees are expected to take a responsible attitude to alcohol and drugs. Employees should bear in mind that they are representing the Company and must not do anything to jeopardise its reputation.

d) This Policy covers those driving any vehicle on behalf of FCE Projects in any capacity or at any location. This Policy covers travel to and from work if it could reasonably be implied that alcohol or drugs were present outside the prescribed limits during normal working hours.

e) Prescribed and over the counter medications are also covered by this Policy as they may cause side effects that have potential safety implications. Employees therefore have a duty to advise their pharmacist/general practitioner/medical practitioner of this Policy when being prescribed medication. On the advice of the medical practitioner, the employee must notify his or her manager about any possible impact on his/her health and safety relating to his/her duties at work, so that current or alternative employment can be considered whilst he/she is being prescribed medication. The manager may in turn seek advice from an Occupational Health Support Advisor. Any employee engaged on safety critical tasks might require to be provided with alternative work during the period of medical treatment.

f) Employees or other persons obtaining treatment or medicines for themselves should be aware of the conditions and side effects notified and seek out alternatives that do not impair performance through drowsiness or other symptoms. If in doubt an employee should self-refer, or be referred, to an Occupational Health Support Advisor.

g) Any visitor who is attending the Company's premises or site for business reasons shall be required to comply with this Policy and should be asked to leave the premises or site if they are acting in a manner likely to cause a breach of this Policy. Other members of the general public, for example, in their capacity as customers or clients, should be asked to leave if their behaviour indicates that they may be under the influence of alcohol and/or drugs.

#### **4.0 ENFORCEMENT & APPLICATION**

The general principle adopted by FCE Projects is to have an environment free from the effects of drugs and alcohol. It is the responsibility of all managers to enforce this Policy, regardless of whether or not they are one of the office managers in a given situation. Normally, however, the enforcement of this Policy will be an office management responsibility.

For clarity the application of this Policy in relation to four specific circumstances is outlined below -

##### **Breaks/Rest Periods**

Alcohol may be consumed off site but workers must remember that they will be returning to work and will be subject to the limits for the presence of alcohol and drugs set out in this Policy. Alcohol will not be served and may not be consumed on business premises or sites at any time including any breaks, rest periods or after working hours. Managers should be aware of the limits and observe any abnormal or unusual behaviour after breaks, which may indicate abuse of this Policy.

##### **Hospitality and Entertainment**

Where employees are involved in corporate hospitality or entertainment of customers, suppliers or other visitors outside of working hours, they are expected to take a responsible attitude to alcohol and drugs. Employees 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 in this Policy. Organisers of events should give clear guidelines to both attendees and employees on the application of this Policy. Where the hospitality / entertainment has been provided by the Company to external contacts / customers / suppliers, all employees in attendance must observe the terms of the Policy during normal working hours. Where an employee has accepted a hospitality invite, and is not taking annual leave, the terms of the Policy must be complied with during normal working hours.

##### **Off-Site Meetings and Training Courses**

The terms of this Policy relating to the consumption of alcohol and use of drugs apply during the normal working period of any off-site meeting or training course. They do not apply out-with this period except where work continues into the night or some other extended period. It is expected that a responsible approach will be taken by all concerned. Employees 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 in this Policy.

##### **Birthdays, Retirement Celebrations and other special occasions**



If alcohol is involved such events should take place away from business premises and outside working hours.

## 5.0 SCREENING

When is Screening carried out?

To assist FCE in the implementation of this Policy, testing for the presence of unauthorised substances in the body is carried out if we have reason to believe that a direct/indirect employee may be under the influence (***With-Cause' Screening*** with a ***Follow up Random Screening*** thereafter) or ***Screening as a responsible Employer***.

The client, Scottish Power, or any of the housing developers may arrange for their screening suppliers to undertake the screening of FCE Employees, contractors and consultants to test for the presence of unauthorised substances in the body which is carried out in the following circumstances:

- ***With-Cause' Screening***
- ***Random Screening***

Screening is not intended to discriminate against any individual or group of individuals.

Failure to comply with any aspect of the screening procedure, including 'with cause' and random screening, without good cause, will be viewed seriously and will be dealt with under the Company's Disciplinary Procedure.

What is the Screening Process?

An employee may, if they want, ask another employee to accompany them on the day of the test. This could be a work colleague or an employee representative. Every effort will be made by FCE Projects to try to arrange for the chosen accompanying employee to be present if reasonably practical. However, if it is not possible for the nominated accompanying employee (or alternative) to be present, testing will still take place.

The testing is carried out by a qualified person usually a competent health technician, who will explain the process to the employee and obtain their written consent. The employee will also be breathalysed.

The tester will then make a note of the employee's brief medical history and of any prescription or over the counter drugs that the employee is taking that could lead to a false positive result. The employee will then be asked to reveal the content of their pockets, to confirm that they are not carrying a sample of someone else's urine. The employee will be asked to select a Point of Contact Test (POCT) cup and a Medscreen foil top cup and provide a sample of urine in private using the POCT cup.

The tester will check the temperature and then push a plastic key into the socket of the POCT cup to activate the instant test. Both the tester and the donor read the test results. If the result is reactive, the sample is split into two vials, sealed in front of the donor and sent to the Laboratory for further analysis, together with the POCT cup. If the result is negative, the sample will be disposed of, either by the donor or Medscreen.

The Collecting Officer will record all reactive results sent for further analysis and will submit these to the manager via the Nominated Business Contact. A copy will be retained in the Individuals Occupational health file.

If following further analysis, a positive test is reported, employees are entitled to have an independent test carried out on the second sample by a professionally recognised laboratory at his or her own cost.

A copy of the screening result will be provided to the employee upon request. FCE Projects will use a seven-part test, which looks for the following substances:

Alcohol	ethyl alcohol
Stimulants	includes amphetamines (e.g. speed), Ecstasy, cocaine and crack
Barbiturates	includes high strength tranquillisers
Benzodiazepines	includes high strength tranquillisers and valium
Canabinoids	includes cannabis, grass and resin
Hallucinogens	includes LSD
Opiates	includes heroin and morphine

Falsification of a screening test, whether by tampering with, or substituting, specimens or by seeking to change or otherwise influence the results, will be dealt with under the Company's Disciplinary Procedure, which may result in dismissal. Contracts for the supply of labour will specify that any other person working for, or on behalf of, FCE Projects will have their services under the contract immediately terminated if engaging in such activity.

The result of the test will be recorded on the Chain of custody form. An Occupational Health Support Advisor will report the outcome of all results which have been sent for further analysis to your manager and the HR Department.

In the case of screening for the presence of alcohol, any indication of presence above the Government's legal drink/drive limit, as amended from time to time, will be considered to be a positive test result. The current limit, as at the date of this Policy, is set at 107 milligrams of alcohol per 100 ml of urine, 35 micrograms of alcohol per 100 ml of breath, or 80 milligrams of alcohol per 100 ml of blood.

Drugs tested for are detected by the screening company in accordance with established laboratory procedures recommended by the UK Workplace Drug Testing Forum. The screening initially detects for the presence of a drug group rather than a specific drug. If the result indicates a drug presence, further repeated analysis is carried out using established and accepted statistical measures to ensure the tests do not produce a false positive result or a positive result due to passive exposure or for a medical reason.

Failure to comply with the medical review process may result in the screening company reporting the test result on the basis of the laboratory findings only.

In a situation where an individual is admitted to or treated in hospital, testing may still take place after the individual is discharged from hospital if it is felt that relevant information can be gained from doing so.

If during any period in which testing is being carried out, FCE Projects believes the employee may be unfit to carry out his/her duties the individual may be given alternative duties or suspended from duty. Normally suspension from duty will be on full pay but this may not be the case when the Disciplinary Procedure is applied.

In all cases where a dispute arises over medical evidence, guidance will be sought before any disciplinary proceedings are initiated.

### **With Cause' Screening**

'With cause' screening involves testing when there are reasonable grounds to believe that alcohol or drugs could have, or potentially could have had, an adverse effect on the health and safety of any individual and/or there are circumstances where a manager considers there is evidence that alcohol consumption or drug use has occurred. Possible examples of 'with cause' screening could include:-

- Abnormal behaviour;
- Discovery of an alcoholic container with a broken seal;
- Possession of a controlled substance;
- Signs of current intoxication;
- A workplace incident / accident.

This list of examples of 'with cause' screening is neither exclusive nor exhaustive. Managers are responsible for making the decision to screen an employee. The relevant manager is also responsible for communicating the decision to the individual(s) concerned and for calling out the screening agency.

"With cause" screening leading to a positive result will result in an investigatory interview and the breach of the Alcohol and Drugs Policy may be treated as a

disciplinary matter. As such all penalties permitted under the Disciplinary Procedure (including dismissal) will be available to Managers depending on all relevant circumstances in each individual case. If following action under the Disciplinary Procedure, no disciplinary action is taken or that action is short of dismissal then the individual (with informed consent) will be referred to for help. An assessment will be made regarding any degree of dependency and, if necessary, a programme of appropriate support will be outlined which may include counselling. A formal report will be provided by a recognised external agency to HR, and employees will have sight of such reports. The report and the investigatory interview notes will be held on the individual's personal file. Employees will be expected to attend appointments and comply with any programme of support or counselling. Failure to do so may result in the individual being subject to the Disciplinary Procedure.

Individuals will, at the end of their programme of support, be subject to further follow up screening. A positive result at this stage may also lead to action under the Disciplinary Procedure, which may result in dismissal.

Some people can be under the influence of alcohol/drugs without it being apparent. Examples of what is deemed to be behaviour that may result in testing are listed below. This list of examples is neither exclusive nor exhaustive. All the circumstances should be taken into account and managers should not rely on one particular factor.

***Signs of Current Intoxication:***

- Smell of alcohol
- Unsteadiness
- Aggression
- Appearing to be detached from reality Slurred speech
- Making inappropriate comments Smell of solvents
- Inappropriate giggling

***Signs of Long Term Problems:***

- Poor attendance and late return from lunch
- Many episodes of self -certified illness with no attempt to resolve the cause
- Poor work performance, especially large variations in quality and quantity of work of a previously reliable employee
- Many minor errors in work
- Many accidents such as trips, slips and falls
- Deterioration in personal appearance

- Lack of concentration and easily distracted
- Moody and picks arguments with colleagues
- Concern expressed by colleagues

It is the responsibility of employees to take any necessary precautions to avoid the need for "with cause" screening. For example, an employee may arrange to take time off after a planned night out where he or she anticipates being unfit to properly perform his or her duties by reason of being under the influence of alcohol.

### **Random Screening**

If Scottish Power, or housing developers do carry out Random Screening on an FCE employee, The key principles involved in this screening are as follows:-

- To adopt a 'risk assessment' approach to random screening;
- To ensure random is truly random;
- Minimal amount of notice to be given to individuals about to undergo testing; Managers not to receive any advance notification of testing for their staff;
- Managers to be included in the testing pool.

"Random" screening leading to a positive result will result in an investigatory interview and the breach of the Alcohol and Drugs Policy may be treated as a disciplinary matter as with the 'With Cause' Screening above.

From 2025 we will ensure that 5% of the construction workforce are randomly tested on a quarterly basis. This equates to approximately 2 operatives per quarter (2025).

### **Screening - As a Responsible Employer**

FCE Projects reserves the right to carry out follow-up alcohol and drug screening for employees who have been receiving support or been absent from work because of an alcohol or drug-related problem.

From 2025 we will be enforcing Pre-employment testing for all new starters.

Other mandatory screening, to be introduced in 2025, will include testing for all plant operatives on an annual basis.

## 6.0 SUPPORT FOR EMPLOYEES

FCE Projects is committed to providing appropriate professional help and support to employees who suspect or know they have an alcohol or drug-related problem and who seek help via a recognised external agency. This is applicable to employees only.

It should be noted that help and support will not be provided for any employee who has been involved in any accident or other situation where screening in accordance with this Policy has been undertaken, nor where the employee discloses an alcohol or drug dependency problem during disciplinary proceedings. Employees are therefore strongly encouraged to disclose any alcohol or drug dependency problems voluntarily and at the earliest opportunity.

An employee can be advised to seek assistance and contact a recognised external agency following an interview with their manager, where it is disclosed by the employee that they have a problem with alcohol or drugs.

Following a self-referral or informal management referral, feedback will only be given to management with the individual's consent and where there are issues of health and safety and which may require adjustments to the role. Examples of situations where feedback may require to be given to management: -

- where treatment, rehabilitation or counselling requires absence from work;
- where consideration is required of a change in the employee's duties or working conditions; or
- where the extent of the alcohol or drug-related problem may have an impact on performance or health and safety at work.

Time off during normal working hours will be granted where treatment, rehabilitation or counselling is required. If the employee cooperates with this programme, then employment rights and benefits will normally be protected during this period.

If an employee is absent from work, they will be entitled to return to or remain in the same job unless there are justifiable reasons for not doing so. In that event, consideration will be given to finding suitable alternative employment.

It is the responsibility of the employee's manager, in conjunction with advice from an Occupational Health Support Advisor, to determine a time frame for an employee to achieve a sustained improvement. A period of 6 months is often appropriate. Employees will be required to comply with an agreed programme of support during this time.

Where an employee's health, attendance or work performance is affected by an alcohol or drug related problem, he or she will be dealt with under the relevant procedures for managing performance or attendance.

Should it transpire that the employee's unsatisfactory attendance or work performance is related to an alcohol or drug related problem, he or she will be advised to contact an appropriate external agency to seek assistance in dealing with that problem. Management will carry out an assessment, which may include screening.

An employee can be referred to an appropriate external agency by their manager (in conjunction with Human Resources). This is done using the appropriate consent form (held by Human Resources). The consent form details the exact reasons for the referral, the information sought by management and confirmation that the employee agrees to a medical report being compiled for Human Resources.

Following a formal referral, feedback can be given via regular medical reports to Human Resources which will contain reference only to general information relating to employment matters. Specific medical information can be provided in reports, where indicated, with the employee's consent. Feedback can also be given about progress and compliance with any assistance the Company may give. It is the responsibility of the employee's line manager in conjunction with advice from Occupational Health to determine a time frame for an employee to achieve a sustained improvement. A period of 6 months is often accepted. Employees will be expected to comply with an agreed programme of support during this time.

Where an employee refuses to attend the appropriate external agency for a formal referral, or to give consent for a medical report, management may have to act based on the information they have available to them.

All referrals are treated in strict confidence.

Time off during normal working hours will be granted where treatment, rehabilitation or counselling is required. Employment rights and benefits will be reviewed and will normally be protected during this period. If an employee is absent from work, they will be entitled to return to or remain in the same job unless there are justifiable reasons for not doing so. If so, consideration will be given to finding suitable alternative employment.

After returning to work following a period of absence associated with alcohol or drugs, the employee will undergo a return-to-work medical organised by an Occupational Health Support Advisor, which may include follow-up screening.

Should an employee's health, attendance or work performance continue to be affected and unsatisfactory, further stages of the relevant procedure for management of performance or attendance will be followed and these could ultimately lead to dismissal.



## **7.0 MISCONDUCT RELATING TO ALCOHOL AND DRUGS**

Misconduct related to consumption of alcohol or drugs is normally dealt with under the Company's Disciplinary Procedure and acts of gross misconduct may result in the penalty of summary dismissal unless the circumstances in which the misconduct is committed are considered to justify a reduced penalty.

In these circumstances, if the employee is thought to be unfit for work, he or she may be suspended from their duties whilst any investigations take place, to minimise danger to himself or herself, other employees and customers.

Employees whose alcohol or drug-related problem comes to light in the course of disciplinary proceedings should be aware that the admission of dependency may be a mitigating factor but will not necessarily result in the suspension of disciplinary action. All cases will be dealt with in the light of prevailing circumstances.

The possession or trafficking of any drugs declared to be illegal within the jurisdiction in which they are discovered is in breach of the Code of Conduct and Disciplinary Rules. In such instances the employee should be detained where possible by the designated person responsible for security, or a responsible manager as appropriate, whilst the police are notified. Any site manager who believes that an employee or other person is contravening this section should immediately report the circumstances to an appropriate senior manager and prepare a written report. Any employee found to be in possession, to have been in possession or to have been trafficking illegal drugs may be dismissed.

## **8.0 AGENCY WORKERS, CONSULTANTS & CONTRACTORS**

Contractors, consultants and employers of agency workers are required to comply with the policy on Alcohol and Drugs, including the requirement to operate 'with cause' screening processes for their own employees, sub-contractors and agents.

FCE Projects or their clients may on their behalf arrange for screening suppliers to undertake the screening of agency workers, contractors and consultants and charge them back directly for this service.

It should be noted however that the support available to employees which is detailed in this policy is applicable to employees only. Agency workers and contractors should be referred to their employing agency or company and dealt with in accordance with their contract.

Where an agency worker's, consultant's or a contractor's health, attendance or work performance is affected by an alcohol or drug related problem, the employing

agency or company should be notified and the individual's services terminated in accordance with the terms of the specific contract.

Misconduct of an agency worker, consultant or contractor should be referred to the employing agency or company (where applicable), and if appropriate the individual's services should be terminated subject to the terms of the contract.

## **9.0 RESPONSIBILITIES**

### **HR**

The HR department, with assistance from the SHEQ Manager, is responsible for

- The maintenance and review of the Policy on Alcohol and Drugs on behalf of the Board of Directors of FCE Projects. This Policy will be reviewed to ensure its effectiveness and any changes arising from this review will be communicated to employees, their representatives, suppliers and other parties. Any revisions to the Policy will be made in line with the HR Employment process;
- Providing appointments for employees who self-refer with alcohol or drug-related problems and providing support;
- Providing appointments for employees referred by management with alcohol or drug-related problems and providing advice.

### **Managers**

Managers are responsible for the day-to-day implementation of this Policy and for dealing with issues which arise and are related to alcohol or drug use. They are responsible for ensuring all staff, contractors, agency personnel and visitors with which they may be involved are aware of this Policy.

### **Senior Management/Directors**

Senior Management/Directors are responsible for:

Reviewing and selecting suppliers of screening services in line with the needs of the Business and to meet professional standards and management information requirements in this particular area.

Supporting the external Occupational Health Advisor in the 'tendering process 'to help select' screening suppliers ' in a professional and legally - compliant manner.

Ensuring that all necessary provisions of this Policy are built into contracts with Suppliers; Agencies; contractors and consultants and that each of these groups fully understand the requirement of the Policy.

### **External Occupational Health Advisor**

The external Occupational Health Advisor is responsible for:

Arranging the collection of samples, for the purpose of any screening.

It would not be appropriate or practical for Occupational Health to be involved in individual decisions about "with cause" testing. However, where appropriate i.e. where there are immediate concerns about the health of an individual, the Occupational Health Advisor could be asked for advice. This would not replace the provision of appropriate first aid when indicated.

### **Employees**

This Policy applies to all employees of FCE Projects. Employees are also responsible for ensuring any visitors to the Company premises are advised of their obligations.

An equivalent Policy on Alcohol & Drugs will be a standard requirement in all contracts for the supply of labour and contracting companies and agencies will be required to confirm that their own Policy on Alcohol & Drugs adheres to the standards set down in this Policy.

### **Other Workers**

Other persons working for, or on behalf of, FCE Projects will be required to submit to alcohol and drug screening procedures at the request of a responsible FCE Projects' employee, as defined in contractual agreements.

The only exception to this is where that person is covered by a policy in his or her own organisation, which is more stringent than this Policy and, in that case, the other organisation's policy will be applied.

## **10.0 REFERENCES**

Code of Conduct and Disciplinary Rules

Disciplinary Procedure

Managing Attendance Procedure

Performance Improvement Procedure

## 11.0 FURTHER HELP

### External

#### ACAD

(Advice and Counselling on Alcohol and Drugs)  
[www.acad.org.uk](http://www.acad.org.uk)

ACAD is a registered charity helping those who are concerned about their own or someone else's drinking or drug use.

#### Alcoholics Anonymous

Tel 0800 9177 650  
[www.alcoholics-anonymous.org.uk/](http://www.alcoholics-anonymous.org.uk/)

Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

#### Alcohol Change

Tel 0203 815 8920  
[www.alcoholchange.org.uk](http://www.alcoholchange.org.uk)

Can offer assistance by working towards five key changes: improved knowledge, better policies and regulation, shifted cultural norms, improved drinking behaviours, and more and better support and treatment.

#### CAIS

Tel 0345 06 121 12  
[www.cais.co.uk](http://www.cais.co.uk)

CAIS is the leading drug and alcohol agency in North Wales. It provides a range of services to help clients overcome their drug or alcohol problems.

#### Drinkline UK

Tel 0300 123 1110  
**(Mon-Fri, 9am – 8pm.)**  
**(Weekends 11am-4pm)**

A free confidential telephone information and advice service for anyone who has a drink problem or is worried about someone who may have a drink problem.

#### FRANK

Tel 0300 123 600 (24 hours)  
<http://www.talktofrank.com/>

A free confidential telephone information and advice service for anyone who has a drug problem or is worried about someone who may be using drugs.

I have read and understand the Drugs and Alcohol Policy, and I agree, in the event that I am ever found to be under the influence of drugs or alcohol, that if necessary, I will accept whatever alternative assignment the Company may give me and that I understand that a reduction in pay, change in hours, change in duties, and/or change in work location may result from the reassignment. I further understand that the Company does not and cannot guarantee that any reassignment will be available in the event of a problem with my health, that if no reassignment is possible, termination of my employment may occur.

Signed \_\_\_\_\_ Employee \_\_\_\_\_ Date \_\_\_\_\_