



## **ALCOHOL AND DRUGS MISUSE**

### Mill Pool Group Limited's Statement of Intent

Mill Pool Group Limited takes a zero-tolerance approach to Alcohol and Drug misuse at work. Any employee who is found to be under the influence of Alcohol and Drugs when undertaking operations for Mill Pool Group Limited will be subject to a disciplinary procedure. Mill Pool Group Limited encourage any employee who feels they are suffering with Alcohol and/or drug addiction to bring this to the attention of senior management and Mill Pool Group Limited will provide the applicable help and guidance.

### Mill Pool Group Limited Responsibilities:

- Provide controls to prevent and discourage its employees from the use of drugs and the misuse of alcohol.
- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees and others.
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring.
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable.
- All Drug and Alcohol problems will be treated with strict confidence.

### Employees Responsibilities:

- Inform your line manager if you are taking any prescription medications that may affect your ability to safely operate vehicles, equipment or machinery or to carry out your duties.
- Not attend work at any time whilst under the detrimental influence of alcohol or drugs.
- Seek help voluntarily if they recognise, they have an alcohol or drug related problem.
- Inform the Line Manager if they are aware that any employees have an alcohol or drug related problem that is affecting their work. This will ensure that employees receive the necessary support and assistance.

### Arrangements

There is evidence that the effects of drinking alcohol, or drug use or misuse, can reduce personal performance and potentially increase absence rates. Any form of drug or alcohol related problem is a very serious matter and, in some circumstances, may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over the counter or prescription medication if abused or taken in an irresponsible manner.



### Associated Hazards

- Impairment of co-ordination.
- Inability to drive or use equipment safely.
- Lack of awareness, judgement and sense of danger.
- Heightened sense, and use of, aggression towards others.
- Overconfidence in potentially dangerous situations.

### Signs of Alcohol and Drug Misuse

- Sudden Mood Changes.
- Unusual Irritability or Aggression.
- Tendency to be Confused.
- Impaired Job Performance.
- Poor Time Keeping.
- Increased Short-Term Absence.
- Deterioration in Relationships with Colleagues, Customers or Management.
- Dishonesty and Theft to Maintain Habit.

### Testing Procedures

All employees must agree to be tested if asked to do so. Any refusal will be taken as an admission that they are not fit to work and will be refused entry to site. Refusal or a positive identification on the test will lead to disciplinary procedures being taken against the individual in question. This may result in summary dismissal.

### Education

Education for employees will be given, showing the ill effects of Alcohol and Drugs. This will be done through campaigns and discussions as preventative measures.

### Disciplinary Procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance, it may be dealt with in accordance with Mill Pool Group Limited's disciplinary or capability procedures.



# MILL POOL GROUP

- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

Signed:

Date: 9<sup>th</sup> January 2023

Full Name: PJ McGowan

Position: Director