

Drugs, Alcohol & Substance Abuse Policy

Internal Office based Employees



Policy Statement

Carmichael^{UK} aims to provide a working environment that is safe, which minimises any risks to health, and which makes adequate arrangements for employees' welfare whilst they are working at our offices. The use or abuse of certain substances, including drugs or alcohol, by any employees may put themselves or others at risk and/or result in harm and/or injury to themselves or others. This policy is not contractual, instead its intended to clarify our position and to help and protect our office employees from the effects of substance use or abuse at work.

Policy Scope

Carmichael^{UK} recognises that moderate consumption of alcohol is not likely to cause harm and is part of social life. Additionally, prescribed drugs may often play a crucial role in treating certain medical conditions. However, substance misuse (which includes alcohol, drugs and other substances) can lead to incidents, increased levels of absence, and reduced productivity.

This policy therefore aims to clarify the responsibilities of those employed or contracted to work at any of our Carmichael^{UK} offices in relation to the use of alcohol and drugs; raise awareness of the impact of misuse of alcohol and drugs, how it can be recognised and what support is available; and to clarify at what point we regard alcohol, drug or substance use as a disciplinary matter rather than a health problem.

This policy applies to all Carmichael^{UK} employees, irrespective of status, who work at any of our offices. All employees are engaged on the basis that they will always provide the business with their best endeavours. As judgment and the ability to make decisions are an essential element of all jobs at all levels, and as alcohol and other substances affect judgement and the ability to make decisions, it is important that no category of employee is excluded from this policy. The policy also applies to contractors of the company and visitors to the Carmichael^{UK} offices.

Carmichael^{UK} has a separate policy for any employees, contractors, workers, or subcontractors who are required to attend or work on our client's sites. A separate policy is required for site-based workers because construction sites generally operate a zero tolerance policy in respect of drug and alcohol use. Where office-based employees of Carmichael^{UK} are required to visit a client's construction site for any reason, they will be subject to the Carmichael^{UK} drugs and alcohol policy – Site Staff and/or the client's specific drug and alcohol policy.

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Policy Elements

For the avoidance of doubt, the following information outlines the meaning of alcohol and drugs or substance abuse:

"Alcohol" means any ethyl-alcohol containing product, which if consumed, has the capacity to induce intoxication.

"Drugs or substance abuse" means any substance capable of causing intoxication. This includes all controlled drugs contained in the Misuse of Drugs Act 1971 and specifically includes: cannabis (marijuana), opiates (including heroin), cocaine, any prescription drugs (including amphetamines and barbiturates) which are not obtained and used in a legally issued medical prescription, and any over-the-counter medicine or substance which is deliberately misused so as to impair the individual.

The "workplace" includes all land, property, car parks, buildings, structures, installations, lockers, toolboxes, vehicles or equipment owned, leased or used by Carmichael^{UK} for the conduct of its business.

Use of alcohol and illegal drugs whilst at work

The use, possession, distribution, purchase, sale, consumption, taking of, or being under the influence of illegal drugs whilst at work is never permitted and will be regarded as gross misconduct. Employees must not under any circumstances bring illegal drugs into the workplace or to any event attended in the course of their employment, including social functions organised by Carmichael^{UK}.

In the interests of their own and their colleagues' safety, any employee believed to be under the influence of either alcohol or illegal drugs will be taken to a safe location where a senior manager or director will explain their concerns. The employee will be asked to leave the office pending further investigation.

Whilst Carmichael^{UK} does not condone, encourage or recommend the consumption of alcohol in excess of the recommended guidelines, it recognised that as part of business life at events such as corporate entertaining, alcohol may occasionally be consumed that causes the employee to be beyond the drink/drive legal limits.

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In cases such as these, it is the duty of the individual concerned not to go to any Carmichael^{UK} office until such time as she/he is below the legal limits and to arrange their own safe transport home. This paragraph does not apply to the use and/or possession of illegal drugs or the misuse of prescription or over the counter medication.

Apart from corporate entertainment during working hours, the only circumstances where the consumption of alcohol is permitted during official working hours are official celebratory events where it has been agreed that employees will not work. This includes events such as the Carmichael^{UK} Christmas party, the Carmichael^{UK} Summer BBQ, and other pre-agreed social or team buildings activities where work activity is not expected or carried out.

However, at these events, such consumption must be reasonable and in addition managers must remember their position of responsibility and ensure that anyone consuming alcohol does not then drive when clearly not in a fit state to do so.

Employees are also reminded that they are expected to behave appropriately at events which are organised by the company, such as training courses, seminars, Christmas parties or other such functions. Whilst drinking alcohol is permitted in moderation, the taking of illegal drugs or misuse of other substances is never condoned.

Legal substances

From time-to-time employees will suffer ailments or illnesses for which legally prescribed or legally over the counter drugs are required, either to rectify the ailment itself or to relieve the symptoms. As these drugs may also have some form of side effect, it is important that if this is likely to affect job performance in any way (e.g. drowsiness), any employee taking such medication should notify their manager of this fact and the details of the specific side effects. The aim is to protect employees' safety, and in certain cases it may be necessary to restrict some activities or move the employee to other less risky work until the employee is fully recovered. Employees with long-term health conditions which require medication to control these are advised to inform Carmichael^{UK} of what medication they take so that these details may be kept on file and made available to any medical staff or first-aiders called in the case of a medical emergency or accident.

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Workplace inspections and searches

Carmichael^{UK} reserves the right to inspect and search the workplace and, with their consent, to search any person or personal property to enforce this policy. Whilst Carmichael^{UK} has no power to enforce a personal search, failure to comply will be taken into account when considering whether disciplinary action is necessary.

Employee testing

Carmichael^{UK} reserves the right to conduct or require a medical screening test for Alcohol and Drugs on any person whilst at work or in the workplace. All affected employees or those taking up specific job roles will be advised of the purpose of the screening, exactly what information will be collected and held, and for how long, the reasons for this, and the consequences of the tests.

Refusal to provide the necessary biological samples despite reasonable request may be regarded as gross misconduct and will be dealt with under the Carmichael^{UK} disciplinary procedure.

All matters relating to medical assessment, test results and management communications will be treated in a confidential manner. In addition, if it is suspected that an employee's work performance or conduct has been impaired through substance abuse, the company reserves the right to require the employee to undergo a medical examination to determine the cause of the problem and temporarily exclude the employee from accessing the offices pending further investigation.

Rehabilitation

Carmichael^{UK} will provide employees who seek help for substance abuse problems, with support internally and through external agencies (where appropriate). Carmichael^{UK} provides an Employee Assistance Program to all employees which may provide guidance and help. Details of the scheme are available on posters around the offices and on our intranet.

Employees must recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage when treatment is more effective and before the problems affect their work sufficiently to become a disciplinary matter. Carmichael^{UK} recognises that sometimes substance and alcohol abuse can be part of a wider mental health issue. All permanent Carmichael^{UK} employees are qualified mental health first aiders and are trained to provide signposting to any employee who may be struggling with a mental health issue. This support can be provided initially and confidentially to any employee who may require assistance.

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If Carmichael^{UK} is providing support to an employee undergoing rehabilitation, and the employee either disobeys an instruction given by the company with regard to rehabilitation or suffers a relapse during or following treatment, the company reserves the right to withdraw such support and will deal with the matter under its disciplinary procedure. Employees enrolled in a rehabilitation programme will be subject to the normal sickness absence rules.

If it is believed that an employee is under the influence of either alcohol or drugs because of an abuse problem, then the outcome of any disciplinary procedure (excluding, where appropriate, dismissal for gross misconduct) will generally include requiring that the person seek help from one or more of the national organisations set up to advise on overcoming this.

Enforcement of this policy

Breach of this policy by any employee will be fully investigated and dealt with under the Carmichael^{UK} disciplinary procedure. Any other person breaching this policy will be asked to leave the workplace. To meet legal obligations, the company will inform the police and any other appropriate authorities if there is reasonable suspicion that a criminal act has been committed in the workplace.

Any employee concerned about the implementation of this policy, or who has concerns for their health and safety, should raise these in the first instance with their manager. If appropriate action is not taken to resolve the situation within five working days, then they should raise the issue with a director.

As a responsible employer, Carmichael^{UK} always reserves the right to inform the police of any suspicions it may have about the use of illegal drugs or other substances by employees or workers on its premises.

Implementation, monitoring and review

The directors have overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation, at least annually and may be changed from time to time outside of this annual review. Employees will be consulted about any proposed changes, and adequate notice given of these.

Any queries or comments about the operation of this policy should be addressed to the directors.

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Responsibilities of Carmichael^{UK}

In applying this policy Carmichael^{UK} recognises its responsibilities by placing the highest importance on the health, safety and welfare of all employees who work at our offices to conduct business on behalf of the company. Specifically, Carmichael^{UK} :

- recognises the legal and moral obligation to provide and maintain a safe and healthy workplace
- is committed to support employees who require help and rehabilitation for health problems and to ensuring that employees who place their trust in the company by admitting to a substance abuse problem have their case treated with the utmost sensitivity and confidentiality
- will provide information to employees about the harmful effects of substance abuse to promote preventative action

Responsibilities of Employees

Employees must take personal responsibility for their personal health and their actions insofar as they affect the health and safety of themselves and others who may be affected by their acts or omissions. Specifically, employees :

- must not bring alcohol or drugs (other than drugs prescribed for a medical condition) to work
- must not report to work if under the influence of drugs or alcohol
- must not supply others with illegal drugs or alcohol in the workplace
- should raise concerns to a manager or director if they do not understand this policy
- should be aware that a separate drug and alcohol policy will be in force relating to visits to our client's sites which may contain a zero tolerance position in respect of the consumption of alcohol
- should be prepared to speak in confidence to a director or to HR if they have concerns relating to an employee of the company and their compliance with this policy

Approval & Review

This policy will be reviewed once a year to ensure continuing suitability with business requirements. As necessary additional alterations may be made from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.

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This policy has been approved by the Board of Directors to ensure it is appropriate to the nature, scale and purposes of the business.

