

ALCOHOL OR DRUG MISUSE POLICY

Introduction

Riello UPS is a responsible employer, and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who develop alcohol or drug-related problems cause harm to themselves and to others and impair their performance.

- The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment and to ensure the health, safety, and welfare of their employees as well as any visitors or contractors on the premises.

Aims of the Policy

This policy sets out our organisation's approach to managing alcohol or drug misuse at work.

We have a duty to take care of the health and safety of all our employees and others affected by our activities. It is important for us to ensure that staff behave in an appropriate, professional and responsible manner at work and that alcohol or drug misuse does not create a health and safety risk.

At the same time, we genuinely care about the health and well-being of our workforce and are invested in creating an environment where everyone can thrive.

We recognise that alcohol or drug dependence is a medical condition. If you disclose, or we suspect, that you have an alcohol or drug problem, we will take a non-judgmental and supportive approach to ensure that you get the help that you need.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

Scope

This policy applies to anyone working for Riello UPS. This includes employees, workers, contractors, volunteers, interns and apprentices.

What is alcohol or drug misuse?

Alcohol and drug misuse is when an individual drinks alcohol or takes illegal drugs, medicines, or substances, such as solvents, in a way that is harmful.

Early warning signs of alcohol or drug misuse include:

- unexplained or frequent absences;
- a change in behaviour;
- behaving in an aggressive or reckless way;
- unexplained dips in productivity;
- accidents or near misses;
- performance or conduct issues;
- sudden changes of mood; or
- breakdown in relationships with colleagues.

If you notice obvious signs of alcohol or drug misuse in a colleague, you should report your observations and/or suspicions to either your line manager, the facilities and safety Manager, or the people and culture partner.

Your conduct at work

We have a duty to ensure a safe working environment and not expose you and others affected by our activities to unnecessary risk.

For this reason, it is strictly prohibited to:

- drink alcohol or take drugs that are likely to render you unfit or unsafe for work during any period that you are working;
- work, or report for work, while under the influence of alcohol or drugs;
- supply others with alcohol or drugs during working hours or in the workplace;
- store alcohol or drugs at the workplace such as in lockers and desk drawers; or
- be over the legal drink-drive alcohol limit if you need to drive for work reasons.

If we suspect that you are unfit or unsafe to undertake your work because you are under the influence of alcohol or drugs, you may be suspended from your duties until the matter is investigated.

Work-related social events

You may drink alcohol if you are at a work-related social event or you are entertaining clients, provided that you are given permission by your line manager or managing director in advance.

You should remember that you are representing the organisation during any work-related social event or while entertaining clients, and you should drink in moderation. The provision of free alcoholic drinks by the organisation is not an excuse to drink excessively.

You should always take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.

Illegal drugs

If you are found in possession of illegal drugs during your working hours or at a work-related event, we will have no option but to report the matter to the police.

Side effects from prescribed medication

If you are prescribed any medication that has an effect on your ability to carry out your work safely, you must tell your line manager or the people and culture partner.

This is particularly important if you work in a role where safety is critical.

Breach of policy

Any breach of this policy will be treated as a disciplinary offence, although we will always consider the circumstances of any case, including whether you are receiving support for a drug or alcohol-related problem, before deciding on the appropriate penalty.

Alcohol and drug testing

We reserve the right to test for alcohol and drugs, either randomly or in specific circumstances. For more information, please refer to our Alcohol and drug testing policy.

Requesting support

We recognise that alcohol or drug dependence is a medical condition that can cause mental, physical and social deterioration.

If you think that you may have an alcohol or drug problem, we urge you to speak to your line manager and be as open as possible so that they can help you get the help you need. If for any reason you are unable to approach your line manager, you can speak to the people and culture partner.

We understand that asking for help can be difficult, but any health-related information disclosed by you during discussions with your line manager or the HR department will be treated sensitively, in confidence and in a non-judgmental way.

Occupational health

If we suspect that you have an alcohol or drug problem, we may refer you to occupational health so that they can advise on the type of support that may be appropriate. Occupational health may also signpost you to external sources of help and advice.

Employee assistance programme

Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis about any issue that is troubling you. To access the EAP website, go to Perkbox.

External sources of help

There are various organisations that provide help and support relating to alcohol or drug dependence, including:

- [Alcohol Change](#), which is a national charity working to help reduce problems caused by alcohol;
- [Drinkaware](#), which is an independent charity, which works with others to help reduce alcohol-related harm by helping people make better choices about their drinking;
- [Drinkline](#), which is a free confidential helpline for people who are concerned about their drinking;
- [FRANK \(Talk to Frank\)](#), which offers confidential help and advice on drugs; and
- [The Health and Safety Executive \(HSE\)](#), which has produced guidance on managing drug or and alcohol abuse at work and signposts the help and support available to those affected.

Data protection

We will process any personal data collected in accordance with our [data protection policy](#) / [policy on processing special categories of personal data](#). Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.

Policy Review

This Policy has been authorised and will be regularly reviewed and updated as required by the Managing Director.