



Drugs and Alcohol Policy

1. What does this policy cover and who is covered by it?

You'll find here CreoPlan Ltd's policy on the use (and misuse) of alcohol and/or drugs by you while you are working for CreoPlan Ltd or representing us in any way.

('Drugs' under this policy mean illegal drugs, 'legal highs', and the misuse of prescribed or over-the-counter medication that may affect your ability to carry out your duties fully and safely.)

All CreoPlan Ltd employees are covered by our policy. Self-employed contractors, workers and agency workers engaged by us are also covered.

We have this policy because as a business, we are committed and have a legal duty to protect the health and safety of our employees and customers and provide a productive working environment and we take that duty, and our reputation for ensuring compliance with it, very seriously.

The use and misuse of non-prescribed drugs and alcohol impairs the ability of those working for or with us to ensure the safety of both themselves and others around them. It also affects business productivity, team performance and even our business culture, by detrimentally affecting the performance, absence rates of, and/or environment surrounding, those individuals using or misusing these substances.

2. It is not part of your employment contract

This policy is not part of your employment contract. We, CreoPlan Ltd, may amend this policy at any time.

3. What is expected of you

We expect you to arrive at work fit to carry out your job, and to be able to fully and safely perform your contracted duties without any limitations due to the use or after effects of alcohol or drugs. This requirement applies whether you are on premises from which our business is operated, or you are elsewhere, wherever that might be, and you are:

- acting on behalf of our business
- representing yourself as part of our business or
- recognisable as someone working for or with our business.

We expect you to seek medical help if you have a reliance on alcohol or unprescribed medication, or you think that you might have one, and you have failed to inform us about it.

We will take action against you under our relevant company policies (including, for example, our Performance Improvement, Absence Management or Disciplinary policies) if:

- you are unable to properly perform your contracted duties, and/or
 - your performance and attendance are detrimentally impacted or impaired and/or
 - your actions damage our business reputation
- because you've been using drugs or alcohol.

4. Drugs

It is prohibited for anyone covered by this policy to possess illegal drugs at any time while they are:

- acting on behalf of our business
- representing themselves as part of our business or
- recognisable as someone working for or with our business.

Those who need medication for a genuine medical condition while working, should ensure that their manager is aware of this requirement and they must only bring sufficient medication into work for their required daily use.

Medication should at all times be kept:

- securely
- discretely (away from sight of other people) and
- in the appropriate place according to instructions.

Where refrigerated storage is required, it should be placed in a discrete container, and clearly labelled. Simon Davison should be informed where it is being kept in these circumstances.

If you are taking prescription medication and it is possible that it could have side effects affecting your performance at work, you must inform Simon Davison immediately so that they can help you to manage this situation and so that we can also take medical advice where necessary. This may assist us in considering any appropriate temporary or more long-lasting adjustments that might be needed to accommodate your position. For example, you may legally be prohibited from driving or operating machinery if a side effect of the medication is to impair your ability to do so safely.

However, you are responsible for taking the appropriate medical advice from qualified doctors or pharmacists in relation to medication that you have been prescribed and its impact on your ability to perform your job safely and adequately. If you fail to inform us of any possible side effects of this medication that you have been:

- warned may impact your ability to carry out your job and/or
- told that your duties may need to be modified, or that you should be temporarily reassigned to a different role

we may consider this as a disciplinary matter and invoke our disciplinary policy in relation to this omission, particularly if we have reason to believe that your omission is deliberate.

Your compliance with all elements of this policy is a contractual duty and this includes the requirement to notify us if you're taking any medication that can affect your efficiency and performance, which could lead to impaired judgment and decision-taking by you and/or increased health and safety risks to you or others.

5. Alcohol

With the exception of occasional work-related events that have the approval of Simon Davison to attend and to consume moderate levels of alcohol, it is not acceptable for you to consume, or to otherwise be under the influence of, alcohol during working hours and/or while you are representing our business.

You must comply with drink-driving (and drug-driving) laws at all times. If you are convicted of an offence under these laws while working for us this may harm our reputation and may lead to action under our Disciplinary Procedure and could result in dismissal, particularly if your job requires you to drive and results in you being unable to do your job.

This includes situations where you are still affected by alcohol that you may have consumed before coming to work.

It extends to ensuring, additionally, that where you are permitted to consume alcohol during working hours, or where you may have consumed alcohol prior to starting work, you consistently maintain a professional and sober appearance.

As is the case at all other times when you are working for us, you must behave with integrity and in compliance with Creoplan Ltd's policies. It will not be considered acceptable or appropriate, for example, to have slurred speech, to smell of alcohol, to have bloodshot eyes and/or a dishevelled or inappropriate appearance.

6. Screening

We may require you to undergo random screening for consumption of drugs or alcohol if we have reason to believe that you have consumed either or both of them, or if your role is critical to health and safety.

In compliance with our legal obligations, these screening checks will be carried out by an independent third-party provider.

Unless very exceptional circumstances apply where a valid reason might exist, refusal to comply with these checks will constitute a disciplinary offence by you and we will be entitled to take action against you, according to the terms of our disciplinary policy.

7. Searches

You are not permitted to have alcohol in your possession on our premises or anywhere else where and while you are working, unless you have Simon Davison's express and advance approval to do so. This permission should clearly be given in relation to both the type and the volume of the alcohol that will be in your possession.

We are entitled to conduct reasonable searches of our premises, including lockers and desks and personal possessions, like clothing and bags, belonging to workers, if we reasonably believe that illegal drugs have been brought into to work. You will be expected to co-operate with these searches and you may request that someone is present to witness any search made of your belongings.

8. Keeping everyone safe

Others using or misusing drugs and/or alcohol create a risk not just to themselves but to those around them.

If you're worried that a colleague has a problem with either drugs or alcohol, please raise this in confidence with Simon Davison.