

# **RAINHAM STEEL**

## **Drugs and Alcohol Policy**

Rainham Steel Company Limited (the Company) is committed to achieving a safe, healthy and productive working environment for all employees. Drug and Alcohol use may pose a serious threat to health and safety. The abuse of alcohol, drugs and controlled substances can impair judgment, resulting in increased safety risks, injuries and potentially impacts on decision making.

### **PURPOSE & OBJECTIVES**

To set out clear guidelines for dealing with the misuse of alcohol, illegal drugs, prescribed drugs and other substances, whether deliberate or unintentional within the workplace, nominated place of work including client workplaces or worksites and company vehicles.

This policy will allow the Company to screen employees in order to comply with internal processes and procedures.

Throughout this policy any information shall be treated with strict confidence. Disclosure of information to any third party, without a need to know and within the constraints of criminal law, may result in disciplinary action.

### **SCOPE**

This policy applies to all employees of the Company and includes subcontractors / temporary member of staff or any third party working on any of the Company's premises.

For the avoidance of doubt, the term employees refers to all listed above.

### **POLICY & PROCEDURE**

The purpose of this policy is to prevent unreasonable risks to the health and safety of all those individuals/groups working in and around company premises or vehicles whether employees or not (this includes members of the public)

The specific function of this policy is to control the risks caused by employees whose efficiency may be impaired by drugs, alcohol or other substances (whether prescribed or not) and to identify and assist those employees who may have an addiction issue.

It is not the companies aim to unfairly discriminate against those with a drug and alcohol problem, and the company will ensure that these employees have the same rights of confidentiality and access to assistance as an employee with any other medical condition/situation.

Any employee who does not cooperate with the drugs or alcohol screening process will be subject to the Company's disciplinary procedures, which may result in dismissal

### **PRE-EMPLOYMENT TESTING**

Applicants for all positions may be required to undergo a test for the presence of drugs, alcohol or controlled substances prior to being hired by Rainham Steel. This test will be conducted prior to formal commencement of employment with the Company – usually a week prior. Under no circumstances may an individual perform an operational function until a confirmed negative result is received. Applicants who refuse to submit to testing will not be hired.

### **SUSPICION TESTING (FOR CAUSE)**

Any employee(s) working for Rainham Steel will be required to submit to a drugs and alcohol test upon suspicion, which means where it appears that the actions, appearance or conduct of an individual on duty are indicative of the use and/or presence of a controlled substance or alcohol.

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#### **REFUSAL TO SUBMIT TO TESTING**

You have the right to refuse to take part in any test however, refusal to submit to testing is a breach of this policy. Any employee refusing to submit to testing may face disciplinary action up to and including dismissal. The following behaviours constitute a refusal:

- Refusal to appear for testing;
- Failure to remain present until the testing process is complete;
- Failure to provide a specimen/sample for testing
- Refusal to sign a testing form;
- Failure to take a second test, if required;
- Perform any actions which prevent the completion of the test;
- Tampering with, attempting to adulterate, adulteration or substitution of the specimen/sample, or interference with the collection procedure in any way;
- Leaving the scene of an accident without a valid reason before the tests have been conducted; or
- Attempting to coerce or influence an appointed Tester.

#### **PRESCRIPTION OR OVER THE COUNTER MEDICINES**

The taking of prescription or over the counter medicines may influence or impair your work performance and safety. Where you are aware that such medications may affect your work performance, or affect your safety, or the safety of others, you should bring this to your Manager's attention and seek further advice (from your GP / Pharmacist) before undertaking your normal work activity.

#### **RESPONSIBILITIES – ALL EMPLOYEES**

The principal responsibilities of employees are defined in The Health and Safety at Work Act 1974 in section 7. This states that you have a duty to care not only for your own health and safety, but the health and safety of others who might be affected by your acts or omissions. You also have a duty to co-operate with the Company to enable us to meet our obligations for the health, safety and welfare of all employees. The duty extends to cover all employees, contractors and visitors.

As far as this policy is concerned your responsibilities as an employee are:

- 1) To be familiar with the content of this policy and the disciplinary implications resulting from its breach.
- 2) Not to possess, use or otherwise distribute any illegal drugs on Company premises and/or at company social events.
- 3) Not to present yourself at work, whilst under the influence or impaired due to drugs, alcohol or solvents.
- 4) Not to consume alcohol at work or sell alcohol on Company premises.
- 5) When being prescribed drugs, to advise your doctor or health professional of the nature of your work and understand the effect that the taking of such medication is likely to have on your ability to carry out your duties safely.
- 6) Inform your Manager immediately if you have been prescribed medication or are taking an over the counter product that could affect your ability to carry out your duties safely.