

Alcohol and Drugs Policy

Introduction

There is clear statistical evidence to suggest that workers attend work under the influence of alcohol and drugs.

There were 290,635 adults in contact with drug and alcohol services between April 2022 and March 2023. This is a small rise compared to the previous year (289,215).

The number of adults entering treatment in 2022 to 2023 was 137,749, which is higher than the previous 2 years' figures (130,490 and 133,704). The numbers of people entering treatment was relatively stable from 2016 to 2017 up to 2021 to 2022.

Policy

Bridges Electrical Engineers Ltd is fully committed to maintaining the safest possible work environment and to attaining a level of zero accidents.

One element of that commitment is to ensure that employees and contractors are not placing themselves or others at risk by the misuse of drugs or alcohol.

The purpose of this policy is to ensure employees and contractors do not report to work in an unfit state because of the use of alcohol or drugs, including illegal drugs, or prescribed medication.

Bridges is committed to providing a safe and secure environment for all persons affected by its work activities. Bridges will endeavour to ensure that their employees are not exposed to others who are under the effects of drugs, alcohol or both during their working activities.

Bridges will take all reasonable steps to ensure that employees and any individual undertaking works on behalf of Bridges are made aware of the contents of this policy.

Bridges recognises the inherent risks associated with drugs and alcohol and is intent on safeguarding its workplaces and work activities from these risks. In respect of any person carrying out work at any location on behalf of Bridges Electrical Engineers Limited, a policy of zero tolerance will be adopted in that no one shall:

- Be in the possession of alcohol and/or drugs
- Consuming alcohol and/or drugs
- Trading of alcohol and/or drugs or permitting their presence or use by others
- Report to work having consumed alcohol or administered drugs (unless medically prescribed)
- Taken prescribed drugs without informing their supervisor and having first confirmed with their doctor that the drugs would not affect their fitness for work

Any employee or individual undertaking works on behalf of Bridges known or suspected of committing a breach of any of the above will be removed from the working environment and will be



considered as having committed an act of gross misconduct which will be dealt with in accordance with the company's disciplinary policy.

Due to the safety critical nature of the business's work activities and the serious impact that drug and/or alcohol use can have on the safety of its employees, any failure of a drug and/or alcohol test will also be considered as an act of gross misconduct and will be dealt with in accordance with the company's disciplinary policy.

The company conducts screening for the presence of alcohol and drugs. Random screening for alcohol and drugs will be conducted along with specific testing on reasonable suspicion, or following a work related incident.

Bridges will conduct all drug testing with urine samples with a 10 panel drug screen. The alcohol testing will be via a breathalyser. All non-negative results will invoke further testing at a Laboratory and full chain of custody procedure will be adhered to.

The company is not looking to discriminate against employees who approach them for help with a drink or drug related problem and who are prepared to undergo an agreed form of treatment or support. Any employee who comes forward will be treated in strict confidence.

This policy applies to all Bridges employees and any individual undertaking works on behalf of Bridges.

This policy has been approved & authorised by:

Name: Rachael Kendall

Position: HR Manager

Date: 17th April 2024

Review date : 16th April 2025

Signature:

A handwritten signature in black ink that reads "Rachael Kendall". The signature is written in a cursive, slightly slanted style.