

Drug & Alcohol Policy

Policy Statement

Swift Brickwork Contractors Ltd is committed to providing a safe and healthy working environment for all employees, subcontractors and visitors. The misuse of drugs and alcohol poses serious risks to health and safety, particularly in the construction industry where impairment can result in accidents, injuries or fatalities.

We operate a zero tolerance approach to the use, possession or distribution of illegal drugs and to being under the influence of drugs or alcohol whilst at work.

Scope

This policy applies to:

- All employees, whether directly employed or through agencies
- Subcontractors and self-employed operatives
- Visitors to company premises or sites

This policy covers:

- All company premises including offices, warehouses and yards
- All construction sites where Swift personnel are working
- Company vehicles
- Any location where work is performed on behalf of Swift Brickwork Contractors Ltd

Prohibited Conduct

The following are strictly prohibited:

- Use, possession, sale or distribution of illegal drugs on company premises or during working hours
- Being under the influence of illegal drugs whilst at work
- Being under the influence of alcohol whilst at work
- Consumption of alcohol during working hours (except at company-sanctioned events with management approval)
- Misuse of prescription or over-the-counter medication that may cause impairment

Fitness for Work

All personnel must report to work fit for duty and free from the influence of drugs or alcohol.

Prescription and Over-the-Counter Medication:

Employees taking medication that may affect their ability to work safely must inform their line manager or supervisor before commencing work. This information will be treated confidentially. Alternative duties may be assigned where appropriate.

Testing

Swift Brickwork Contractors Ltd reserves the right to conduct drug and alcohol testing in accordance with applicable laws. Testing may be conducted:

- During pre-employment screening
- Following an accident or incident
- Where there is reasonable suspicion of impairment
- As required by principal contractor or client policies
- On a random basis

Testing methods may include urine analysis, saliva testing or breathalyser.

Refusal to submit to testing when requested may be treated as a positive result and may result in disciplinary action including dismissal.

Construction Sites

When working on client sites, Swift personnel must comply with the principal contractor's drug and alcohol policy. Where site rules are more restrictive than this

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policy, the site rules take precedence.

Many principal contractors operate mandatory drug and alcohol testing programmes which Swift personnel are required to comply with.

Support

Swift Brickwork Contractors Ltd recognises that drug and alcohol dependency is a health issue. Employees who voluntarily disclose a problem before it affects their work or results in a positive test will be treated sympathetically and supported where possible.

Support available includes:

- Confidential discussion with line manager or HR
- Referral to appropriate external support services
- Access to treatment through company health insurance where applicable
- Consideration of unpaid leave to attend treatment programmes

Employees are encouraged to seek help at the earliest opportunity.

Confidentiality

Information regarding an employee's drug or alcohol use or treatment will be treated confidentially and shared only on a need-to-know basis in accordance with data protection requirements.

Breaches of this Policy

Any employee found to be in breach of this policy will be subject to disciplinary action in accordance with the Disciplinary Procedure (IMS 074). Serious breaches, including being under the influence of drugs or alcohol at work, may constitute gross misconduct and result in summary dismissal.

Subcontractors or visitors found to be in breach of this policy will be removed from site immediately and may be prohibited from future work with Swift Brickwork Contractors Ltd.

Responsibilities

Role	Responsibility
Managing Director	Overall accountability for policy and its implementation
HR Manager	Policy maintenance, confidential support, disciplinary coordination
Managers & Supervisors	Monitoring compliance, identifying signs of impairment, reporting concerns
All Personnel	Complying with this policy, reporting to work fit for duty, reporting concerns about colleagues

Related Documents

Reference	Document
IMS 019	Whistle-Blowing Policy
IMS 068	Drug & Alcohol Procedure
IMS 074	Disciplinary Procedure
IMS 110	Site Induction Checklist

Review

This policy is reviewed annually and updated to reflect legislative changes and best practice.

Authorised by:



Tony Fawcett
Managing Director