

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

ALCOHOL AND DRUGS POLICY

PURPOSE:

ENGINEERED SYSTEMS (ELECTRICAL) LTD are committed to providing a safe and healthy working environment for all of our employees. As a company we are aware of the dangers associated with employees under the influence of alcohol or drugs whilst at work, and how that can affect their health, performance, conduct and relationships at work. It is not just illegal drugs that can cause issues in the workplace. Legal drugs such as alcohol and prescribed medications can also be abused. Misuse is not the same as dependence. Drug and alcohol misuse is the use of illegal drugs, alcohol, medicines, and substances such as solvents. The effects of alcohol or drugs at work can create serious health and safety risks. Taking drugs and drinking alcohol has physical and mental effects as they can alter your perception and your abilities. The effects can have a negative impact on your ability to perform your job correctly and safely. If you come to work under the influence of drugs it could lead to you taking dangerous risks in the workplace and putting yourself and others at risk. Not only can the abuse of drugs and alcohol in the workplace be a hazard to all personnel, but it can also lead to serious health problems for the individual. Employees intoxicated by drugs and alcohol in the workplace can also cause damage to the reputation of the company and customer relations.

SCOPE:

The company shall undertake the following preventive measures to ensure that employees do not attend site under the influence of Alcohol & Drugs

CONTROL MEASURES:

- Ensure employees are aware of the dangers associated with the misuse of Alcohol & Drugs, are aware of the company Whistleblowing Policy and what to do if they suspect that a colleague is under the influence of Alcohol/Drugs.
- Ensure that employees formally confirm they are fit and healthy before starting work on each day that they work, via clocking in worksheet.
- Ensure that employees are monitored for possible indicators of the use of drugs or alcohol including unexplained or frequent absences, uncharacteristic changes in behavior, unexplained dips in productivity, increased frequency of accidents or near-misses and performance or conduct issues.
- Never bring alcohol or non-prescribed drugs to work, or on to ENGINEERED SYSTEMS (ELECTRICAL) LTD's premises.
- Never come to work if you are under the influence of alcohol or drugs.
- Never drive or operate machinery if you are under the influence of or are affected by alcohol or drugs.
- Always check with your doctor or pharmacist about the side effects of prescribed medications and report these to ENGINEERED SYSTEMS (ELECTRICAL) LTD.
- Ask your general practitioner or ENGINEERED SYSTEMS (ELECTRICAL) LTD for guidance and advice on sensible limits of alcohol consumption.
- Always offer your support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
- Ask for assistance if you feel that you are unable to deal with any situation relating to Alcohol or Drugs.

TESTING REQUIREMENTS:

Due to the nature of our work, the Company may require employees to undergo testing for the presence of alcohol and/or drugs. Testing may be undertaken in any of the following circumstances:

- Prior to joining the Company, confirmation of employment is conditional on a negative test result for alcohol and recreational drugs
- On a random basis for employees who work in safety-critical roles
- When there are reasonable grounds to believe an employee is intoxicated or under the influence of Alcohol/Drugs
- When an employee has been involved in any incident, injury, or accident
- When an employee is participating in follow-up monitoring or a rehabilitation program, they may be required to take a test, without notice, to verify their continued abstention from alcohol or drugs
- When working on third-party sites which operate drugs and alcohol testing. In the event that there are differences between a third-party policy and this policy, the more stringent policy shall apply.

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SUBSTANCE TESTING:

Testing shall be conducted via a saliva test method and shall incorporate a test for Amphetamines, Benzodiazepine, Cannabis/Marijuana, Cocaine, Opiates, Methadone and Alcohol. Other substances identified during investigation of an allegation of an employee being intoxicated or under the influence of Alcohol/Drugs may be tested for as necessary.

MANAGEMENT OF TEST RESULTS:

- Test results and all associated personal information shall be held by the company in strict confidence.
- All Test results shall be held in the individual employees personnel file.

CONSEQUENCES OF NON-COMPLIANCE:

- Any employee in breach of this policy shall be relieved of their duties.
- Employees known to have alcohol or drug-related problems affecting their work shall be offered referral to an appropriate source for diagnosis and treatment if necessary.
- Where an employee commits a clear breach of company rules relating to alcohol or drugs, or they refuse help where a problem has been identified or admitted, action will be taken under our disciplinary procedures as appropriate.
- A return-to-duty testing process and unannounced testing programme must be completed by an employee following a policy violation and/or substance abuse treatment.

USEFUL ADVICE AND SUPPORT:

Help and support for persons with alcohol problems.

Alcoholics Anonymous (AA)
08009177650
help@aamail.org

Confidential advice and information about drugs, their effects and the law.
FRANK
03001236600
talktofrank.com

Help and support for anyone who wants to stop using cocaine.
Cocaine Anonymous UK
08006120225
helpline@cauk.org.uk

Signed by the executive responsible for Health and Safety:



Michael Keith
Managing Director
Date: 28th August 2025