Saxon Chase
Construction Recruitment Specialists

DRUG & ALCOHOL POLICY

Aims:

1. To ensure Saxon Chase Recruitment Limited complies with appropriate legislation.
2. To minimise the risks associated with alcohol and drugs in the workplace.
3. To have clear rules regarding alcohol and drugs in the workplace.
4. To encourage the early identification of employees who may be experiencing alcohol or drug problems.

Saxon Chase Recruitment Limited has a duty under the Health and Safety at Work etc Act 1974 to ensure, as far as is reasonably practicable, the health, safety and welfare of our employees.

Employees, and others working on behalf of Saxon Chase Recruitment Limited, are required to take reasonable care of themselves and others who could be affected by their actions.

Saxon Chase Recruitment Limited takes the view that the effects of taking, or being under the influence of, alcohol or illegal substances at work constitutes an unacceptable health and safety hazard both to the individual and others who may be affected by their actions. It is therefore against company rules for any person to be working whilst under the influence of alcohol and/or drugs and personnel who breach this rule will be subject to disciplinary action.

Personnel who are taking a prescribed or proprietary drug (e.g. over the counter drugs or medicine) which may affect their performance at work must report this to their line manager before the start of any work. Failure to do so may result in the individual being subject to disciplinary action.

Under the Misuse of Drugs Act 1971, Saxon Chase Recruitment Limited is committing an offence if we allow the supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on company premises. Please be aware that all instances of drug misuse, distribution and sale/supply will be reported to the Police.

Alcohol and drug problems may become apparent through a number of means, for example the following (particularly in combination) may result in a problem being suspected:

- Persistent short term absence
- Poor time keeping
- Poor working relationships
- Unauthorised absence
- Reduced work performance
- Deterioration in appearance

However it must be remembered that these factors can have a number of other causes.

Employees experiencing alcohol or drug problems may first become apparent to their colleagues and if a member of staff suspects an alcohol or drug problem in a colleague they should report the matter to a manager particularly if the person is involved in a safety critical job, and encourage the individual to seek help from support agencies.

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Company name	Saxon Chase
Signature	
Name	Jason Challoner
Position	Managing Drecter
Date	14/12/23