



Drugs & Alcohol Policy Statement

GR Electrical is committed to providing a safe, healthy, and productive working environment and to safeguarding the health, safety, and welfare of all those affected by its operations. This includes ensuring that everyone working on our projects or in our offices is fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

We do not tolerate any GR Electrical people, including those working with us or for us, or any other person connected with our work activity, reporting for work at our premises whilst under the influence of drugs or alcohol.

The policy applies to all employees & all other individuals carrying out work on behalf of or providing a service to the company.

The purpose of this policy is to promote an exceptional safety culture and support our commitment in ensuring everyone is safe and to ensure that employees do not report to work in an unfit state by virtue of the use of alcohol or drugs, including illegal drugs or prescribed medication or legal highs.

The abuse of drugs or alcohol can increase health & safety risks, not only for the individual concerned but also for others, such as colleagues, contractors, visitors, and members of the public. It can lead to impaired judgement and decision-making ability, and the effects of alcohol and drug misuse are likely to be detrimental to the company's reputation and its ability to deliver high quality services.

Under this policy:

- The company will comply with all current legislation, specifically the Health Safety at Work Act 1974, the Misuse of Drugs Act 1971, and the Transport and Works Act 1992.
- Ensure that employees are aware of the Company's position about alcohol and drugs misuse.
- All our employees, contractors and clients are expected to arrive at our workplaces fit to carry out their roles and to be able to perform their duties safely without any limitations due to the use or effects of alcohol or drugs
- To not knowingly permit any employee or any individual working on behalf of the company to report for work. They must not possess, consume, or be under the influence of alcohol or other impairing substances whilst at work.
- Anyone taking prescribed drugs must consult their doctor on the risk of the drug affecting their fitness to work before reporting for duty. Where a risk is identified they must report this to their supervisor before commencement of work and a risk assessment must be carried out.
- Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs legal or illegal will be immediately removed from the workplace.

The Company does not carry out screening for alcohol & drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. The Company also reserves the right to introduce random testing where it is considered appropriate.

Drugs and Alcohol at Work

Employees only

We would encourage anybody suffering from drug or alcohol dependency to declare it. If you disclose that you are undergoing treatment for a drugs or alcohol related problem, a sympathetic and supportive approach will be adopted in managing such issues where appropriate and strict confidentiality will be maintained. Such declaration should not be because of either impending drugs and/or alcohol testing or failing a drugs or alcohol test. However, in either case the company reserves the right to apply the normal disciplinary procedure at any time.





Employees, contractors, and clients

If you are taking prescribed or over the counter medication, you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified. Where this is the case, employees must tell their manager or the HR as soon as possible and contractors and clients must ensure that the company is made aware. Everybody (employees, contractors, and clients) is prohibited from taking drugs (other than prescription or over the counter medicine, as directed) during the normal working day. If you are identified as taking drugs at work or are found to be working with traces of drugs in your body, you will be suspended from your duties pending an investigation. Contractors and clients will be removed from the workplace.

Anyone who takes prescription or over the counter medicines which could adversely affect their ability to carry out their job and who has failed to disclose this to their manager, HR or the company may be treated in the same way. Everybody (employees, contractors, and clients) must not drink alcohol at any location under the control of the company during the normal working day. Employees who consume alcohol while at work (including if you are working at home or remotely) or who work under the influence of alcohol beyond the limits will be suspended from their duties and contractors and clients will be removed from the company’s workplace whilst an investigation takes place.

The disciplinary process will be invoked in respect of the list below in the case of direct employees & may lead to summary dismissal.

- Anyone removed from a workplace due to impairment caused by substance abuse, drugs, or alcohol consumption.
- Anyone testing positive for illegal drugs or alcohol.
- Anyone refusing to undertake a screening test for alcohol & drugs.
- Anyone found supplying illegal drugs in any company workplace.

This policy will be notified to sub-contractors, and it will be a condition of their contract with the Company that this policy applies to anyone they send to work in a Company workplace. In the event of any of their employees being found in breach of any the requirements of this policy they will be permanently excluded from all company workplaces.

Every employee has an obligation to take reasonable care for their safety and for the safety of other people who may be affected by their acts or omissions. They are also obliged to co-operate with their employer in respect of matters concerning health and safety.

If any employee requires support or further information, please contact HR for sources of external support.

This policy reflects industry leading best practice, and endeavours to improve Health, Safety & Welfare of all our Employees, our supply chain, and those affected by the operations of our business.

**Dave Storr, Operations Director
GR Electrical Services Ltd**

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