

Drugs and Alcohol Policy

APEM Group are committed to supporting and where possible improving the health safety and well-being of our employees and developing policies to encourage this. This policy is intended to address the respective duties and responsibilities of the APEM Group and our employees in relation to drugs and alcohol and to ensure we have appropriate and supporting strategies in place to address the issue of substance misuse.

Purpose

This policy is designed to protect employees, contractors, visitors, members of the public and other persons who may be impacted as a result of APEM Group activities and applies to all persons who work for or on behalf of APEM Group.

Scope

This policy considers substance misuse as any alcohol or drug use which interferes with an employee's health and well-being and ability to undertake their duties within APEM Group.

For the purposes of this policy, drugs are considered to be:

- All illegal drugs (Class A, B, and C)
- Drugs prescribed to another person
- Over the counter drugs taking in excess of stated dose
- Substance or solvents that are no work-related
- New Psychoactive substances (NPS), or legal highs.

Use of Drugs and Alcohol while at Work

Employees are prohibited from using or being under the influence of drugs (other than those prescribed by a medical practitioner) and alcohol while at work and should be fit to undertake their duties.

Note: An employee will be regarded as 'under the influence' of alcohol, drugs or other substances if their behaviour, speech, ability to concentrate or otherwise perform their duties is in any way affected. An employee will also be regarded as under the influence if they fail a drug, other substance or alcohol test.

If an employee is suspected to be under the influence of drugs and alcohol they will be asked to stop working and if necessary arrangements will be made to return them to their home safely. The matter will be addressed by the Line Manager in conjunction with the People Team as soon as is practically possible.

Employees may also be subject to disciplinary action (please see the separate Disciplinary Policy for more information), if at any time during their working hours are in possession of drugs or thought to be under the influence of alcohol.

Any employee found in possession or dealing in drugs at work contrary to legislation in force at the time will be reported immediately to the Police and APEM Group will allow any necessary searches of belongings to take place.

Non-Recreational Drugs and Medicines

Where employees are prescribed drugs or medicines or purchase them over the counter from chemists etc. it is their responsibility to be aware of the possible side-effects, such as drowsiness or blackouts, which may compromise health and safety. Where such side-effects apply, employees must notify their Line Manager so that the risk can be understood and assessed in relation to the work performed by the employee.

Hospitality events

The only time alcohol may be consumed, whilst representing the company, is at social or hospitality events, business lunches, entertaining etc. APEM Group expects employees to behave responsibly when consuming alcohol in such circumstances and to understand that they are acting as representatives of APEM Group. At all times, employees must obey the law for the jurisdiction within which they are operating.

Support for Alcohol and Drug related problems

APEM Group will treat employees sympathetically where they volunteer that they may have a drug or alcohol related problem. Employees in this situation are encouraged to discuss this with their Line Manager, the People Team or another colleague, whomever they feel comfortable to reach out to. APEM Group will try to assist employees in these circumstances and will make them aware of the sources of help available. Absence arising from treatment or counselling related to drug, alcohol or other substance abuse will be treated as sickness absence under the Company's absence management policy. However, while the Company will always try to be supportive toward employees with a drug, alcohol or other substance problem, this will not prevent disciplinary action being taken when employees act in breach of the rules laid out in this policy.

Due to the nature of drug and alcohol problems, each case will be treated in isolation. Taking part in a treatment programme does not override the requirement to be alcohol and drug free during working hours.

While reported medical conditions will be treated in the strictest confidence within the limits of what is practicable and within the law. The APEM Group reserves the right to disclose issues to managers, regulatory authorities, or others should this be necessary to ensure safety or compliance with legal requirements.

Testing

APEM Group reserves the right to insist that employees undergo for cause drug/alcohol tests or physical examination, where it is suspected that there is an unreported problem that may affect health and safety. These tests or examinations will be funded by the Company. Any refusal by an employee to undergo drug/alcohol testing when required *may* be subject to investigation and potential disciplinary action, up to and including termination of employment, in accordance with the company's disciplinary procedures.

APEM Group also reserves the right to implement a programme of random drug and alcohol testing.

Support for Managers

As it is a Line Managers responsibility to ensure this policy is enacted, support for line managers is available through the People Team and the HSEQ team.

Responsibilities

It is the responsibility of all APEM Group employees to comply with this policy and to report concerns. APEM Group prohibits any form of retaliation for the reporting of such matters.

Any breach in Company rules will be subject to disciplinary procedures.

All staff will be made aware of this statement as part of their induction on appointment and subsequent on-going training.

Reference	Version	Date released	Approved by
T1-GP-008	1	01/08/2023	Leah McGimpsey APEM Group Chief Executive Officer
This policy is communicated and published on the company website for all interested parties.			
This policy is subject to periodic review and change to ensure it remains valid. The review period is annotated within the Version Control section, or the policy may be reviewed prior to this date when prompted by context, such as developments in legislation, industry practice, or the organisation.			
This Policy has been Equality Impact Assessed and no adverse impact has been identified.			