

## **ALCOHOL, DRUGS AND SUBSTANCE MISUSE POLICY**

Credfeld Ltd aims as a business to act as a good employer and conduct its business activities in a way which will achieve the highest possible standard of health and safety for its employees, visitors and members of the public.

It is our aim to ensure that employees' use of either alcohol, drugs or substances, does not impair the safe and efficient operation of the Company's activities. Credfeld Ltd. will endeavour to ensure that the organisation, people, equipment and the environment are not put at risk, as a result of accidents or incidents caused by the misuse of drugs, alcohol or substances in the work place.

Employees are also legally required to take reasonable care of themselves and to behave in a way that does not pose risks to the health and safety of themselves or others in the workplace. This includes consideration of the effects that intoxication through taking alcohol, drugs or substances may have.

To achieve this objective Credfeld Ltd will:-

### **Alcohol**

- Operate a positive action policy designed to prevent drink related problems by controlling the issue of, and restricting the use of, alcohol on our company's sites and premises.
- Help employees understand the long-term and short-term effects of consuming excessive amounts of alcohol by providing awareness information.
- Equip Managers to identify those who may have a problem, and to refer them for professional help.

### **Drugs**

- Prohibit possession or use of those drugs which are normally declared illegal Class A-C as well as those referred to as 'legal highs'.
- Require those using legally prescribed drugs to inform their Manager immediately on reporting to work. All members of staff who are using prescribed medications are required to seek advice from the prescribing practitioner as to whether the medication may affect their ability to safely perform their duties. Any impairment or restrictions must be immediately brought to the attention of their Manager.

The Company recognises that the advantages to all concerned in operating this positive action preventive policy including a more productive and safe workplace and improved morale and retention of staff. We commit to where possible providing help and support for any employee who might succumb to alcohol, drug or substance problems.



Simon Vine

This Policy is subject to annual review	Last Review : 20 <sup>th</sup> September 2017	Next Review : 20 <sup>th</sup> September 2018
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QSHE – Policy Statements  
H&S2 – Revision September 2017