



## Drug and Alcohol Policy

Diligent Developments Limited is trading as Diligent Developments  
Company Number – 5323384  
Registered Office – Office 6, 78-88 Bensham Grove, Thornton Heath, CR7 8DB



## Our Drug and Alcohol Policy

Alcohol and drug misuse affects performance, conduct and relationships at work and at home. Employees who develop alcohol or drug related problems cause harm to themselves and to others.

Under the Health and Safety at Work Act (1974) Diligent Developments Ltd has a duty to ensure the health, safety and welfare at work of all their employees and other persons including clients, customers and members of the public. The Act places a general duty on employees to take reasonable care of their own health and safety and of any other persons who may be affected by their acts or omissions whilst at work.

Diligent Developments Ltd therefore considers it has a responsibility to promote good health by raising the awareness of employees as to the risks of alcohol and drug misuse.

In addition to its Health and Safety responsibilities, the Company is obliged to comply with the Misuse of Drugs Act and notify the police if an employee or any other person is found to be in possession of drugs or to be supplying or producing illegal substances.

The misuse of alcohol or drugs does not exonerate an individual from the results of their actions or from disciplinary action.

### Definition:

Alcohol abuse is defined as a level of drinking which persistently affects an employee's work; this is regarded as an illness.

Drug abuse is defined as the taking of an illicit or other chemical substance into the body in an unprescribed manner.

The aims of the policy are to:

- a) promote awareness and prevent alcohol and drug addiction
- b) identify and provide help and support to those with an alcohol or a drug related problem
- c) encourage a sensible approach to drinking alcohol
- d) indicate restrictions on drinking alcohol at work
- e) safeguard employees and others from the hazards of alcohol and drug abuse

As part of this policy the Company is committed to improving the awareness of all employees to the problems and consequences of alcohol and drugs. Employees are encouraged to seek assistance at the earliest opportunity so that any problems can be handled sympathetically. Work related problems caused by alcohol or drug abuse.

Listed below are examples of the kind of symptoms which may be manifest in someone with an alcohol or drug related problem. Clearly, cases vary and not all these will apply in every instance. Similarly these symptoms may arise but be wholly unconnected with alcohol or drugs in which case developments which give cause for concern should be addressed appropriately.

- a) Absenteeism\Irregular Attendance
- b) Reporting for work
- c) Absenteeism whilst at work
- d) Lack of concentration and confusion
- e) Spasmodic work patterns and deteriorating performance

Managers who identify or suspect an employee of having a drink or drug related problem should encourage the seeking of help at an early stage.

The following should be noted: -

Unless sanctioned for hospitality reasons all employees may not consume alcohol or illegal chemical substances during normal working hours nor should they be incapable of work due to consumption of alcohol or non-prescribed drugs – this includes lunchtime. Failure to observe these requirements will lead to an allegation of Serious or Gross Misconduct.

Disregarding instructions in respect of restrictions on drinking will lead to disciplinary action being taken.

This policy is reviewed for continuing adequacy and suitability at management review.



(Director) .....

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Date: 10 Dec 2011