



# **Canning Conveyor**

## **Material Handling Solutions**

### **Head Office**

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### **Alcohol and Drugs Policy - January 2025**

We require you to attend work in a fit and appropriate state. Impairment from the effects of drugs or other substances (whether illegal or supplied on prescription) or alcohol is unacceptable. If you are unfit for work due to drugs or alcohol consumption this is a serious disciplinary matter. Where we believe there is an infringement, disciplinary action will be taken. This can include summary dismissal in serious cases.

We may take disciplinary action, for instance:-

- After an accident or incident where we believe drug use or consuming alcohol contravened our rules.
- Where we believe you reported for work under the influence of drugs or alcohol.
- Where your behaviour puts health or safety at risk or causes injury or damage. For example, you have an accident when driving a vehicle under the influence of alcohol.
- Where your misuse has unacceptably compromised our interests.

### **Definitions**

We define alcohol dependence as the habitual drinking of intoxicating liquor which impairs your ability to perform your duties. Attendance at work may also suffer or you may endanger the safety of others.

We define drug dependence as the habitual taking of non-prescribed drugs which impairs your ability to perform your duties. Attendance at work may also suffer or you may endanger the safety of others.

### **Drug and Alcohol Dependency**

We believe that use of alcohol and/or drugs should not affect work performance. However we are also mindful of your health and welfare. We regard an individual's dependency on either alcohol or drugs as an illness. We will allow the same opportunity for treatment as for other illnesses. We will assist anyone to assess their problem and obtain confidential counselling.

If you are concerned you have a dependence on alcohol or drugs, please seek help and advice from your G.P. We may also require you to attend an occupational health advisor if we believe you are dependent. An occupational health advisor may provide advice about rehabilitation and fulfilling your employment responsibilities.

We will discuss with you any perceived problems where dependency on alcohol/drugs has come to our attention. We also recommend that you seek appropriate medical support.

We regard anyone seeking help as having a health problem. We will cooperate with you to obtain appropriate help and treatment. Accepting treatment for alcohol or drug dependency is not, in itself, detrimental to your general conditions of service.

We treat reasonable absence for advice and treatment for dependence on alcohol or drugs as sick leave. You must keep us regularly informed of progress and genuinely attempt to overcome the dependency. We will respect the need for confidentiality.

Behaviour or performance at work which suffers because of alcohol or drug dependency normally results in disciplinary action. We may suspend such action for an appropriate period during treatment. If you refuse help or unreasonably discontinue treatment, disciplinary proceedings will be initiated or resumed. This also applies if your behaviour does not improve and/or work performance remains poor. We may terminate your employment in such circumstances.

You have the right to be accompanied by a trade union representative or work colleague in discussions over alcohol or drug dependency.

If you endanger yourself or others by behaving or undertaking work inappropriately, this will result in immediate corrective action. In such a situation we will take alcohol or drug dependency into account. However, this does not free you from the consequences of your conduct.

Development of dependency on alcohol or drugs may render you unsuitable to your particular role. This may be temporarily or permanently. We normally utilise our capability procedure to investigate. If available, suitable alternative employment may be considered.

### **Prescription Drugs and Patent Remedies**

The effects or side effects of prescription drugs or patent medicines can potentially jeopardise your normal work. It is your responsibility to ascertain whether they will e.g. make you drowsy. Consult your manager if you are concerned that using the medication at work is unsafe/inappropriate. We will individually agree action, including temporary exclusion from tasks/duties, if it places you or others at risk.

### **Other Colleagues**

If you suspect or know that a colleague has an alcohol and/or drug problem please encourage them to talk to us. Alternately, please advise your line manager in confidence.

### **Random Checks and Testing**

We may conduct random checks or testing to establish possession of, or being impaired by drugs or alcohol. We only do this where it would be a proportionate response to an established risk. We may undertake such checks or testing while you are entering, leaving or working on our or client premises.

We will consult you and ask you to consent to any random check/test. A check or test does not imply suspicion. We will carry it out as discretely and courteously as possible. An authorised manager of the same sex will undertake it. You may request to be accompanied by an available work colleague providing the process is not unduly delayed.

Where we undertake a random check, we may ask you to remove the contents of pockets, bags, vehicles etc. If we find you in possession of or impaired by alcohol or drugs, we will take disciplinary action. We consider this a serious matter which may lead to dismissal.

We may also randomly check vehicles entering/leaving our premises or parked in our car parks.

You may refuse to undertake a random check/test. If you refuse to be randomly checked/ tested, we may construe this as a breach of contract on your part. We regard refusal to consent to a random drug/alcohol check/test similarly to a positive result. We reserve the right to involve the police at any stage.

Signed: ..... *Andrew Canning* .....

Position: ..... *Chairman / Managing Director* .....

Date: ..... *08/01/2025* .....

