



## Introduction

We the Directors of SDC Builders Ltd are committed to promoting a work environment free of non-prescription drugs and alcohol abuse. We recognise the potential risk of the impaired safety performance of our employees and all other stakeholders across our business activities, from the misuse of drugs or alcohol.

The objectives of this policy are:

- To ensure the company maintains continued compliance with substance misuse at work legislation as set out in, but not limited to, the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.
- To promote a safe and healthy working environment for all those affected by our activities.
- To ensure all stakeholders are aware of the acceptable standards we have set, their responsibilities in maintaining those standards and the sanctions associated with non-compliance.
- To ensure that anyone suspected of being under the influence of drugs or alcohol is treated in a fair and consistent manner.
- To ensure that anyone who advises their line manager or the HR department that they have a drug or alcohol related problem is given the necessary support to resolve their problems.
- Where applicable to support the specific requirements of our clients and the market sector in which we operate.

## Application

This policy is applicable to all SDC employees as well as clients, consultants, subcontractors and visitors to all our offices and construction sites.

This policy will be included in the company's formal induction process delivered by the Human Resources department to new employees and by appointed SDC company employees to non-employees before accessing any of our site or office locations.

The policy covers any substance which adversely affects the recipient which will include but is not limited to alcohol and drugs.

## Prohibition of Drugs and Alcohol

The company prohibits the consumption of alcohol and the misuse of prescription or non-prescription drugs or substances.

## Assistance for Employees

The company recognises the difficulties faced by employees who wish to give up the use or misuse of drugs or alcohol. Assistance is available from the NHS, GP practices and helpline services:

**Alcohol:** Drinkline 0300 123 1110

**Drugs:** Frank 0300 123 6600

Further information is available from the HR department or the departmental line manager.

## **Non-compliance**

Any non-compliance of this policy by an employee of the company may result in appropriate disciplinary action up to and including dismissal in accordance with the company's disciplinary procedure. Employees are reminded that it is a criminal offence to drive under the influence of alcohol or drugs.

Any infringements by non-employees will result in an immediate removal from the site or work premises before being referred to their employer for disciplinary action. They will be excluded from all other company locations until such time as a rehabilitation process has been completed and demonstrated to the satisfaction of the company's Business Services Protection Manager.

## **Implementation**

To implement this policy we shall:

- Enforce the arrangements published within the company's policies and procedures.
- Carry out screening at our discretion, when contractually required and when such screening is warranted by virtue of circumstances.
- Recognise that the ill effects of substance abuse are regarded as a medical condition and that relapse may occur even during rehabilitation.
- Require employees to adopt a self-help approach to drug and alcohol problems.
- Provide support and encouragement to those employees who voluntarily seek to overcome a drug or alcohol related problem.
- Maintain strict confidentiality and protect individuals' personal data, within the constraints of the law.
- Prohibit the possession or dealing in illegal substances in the work environment.
- Enforce appropriate action in accordance with the relevant disciplinary procedure where warranted by circumstances.
- Take positive steps to ensure that persons do not report to work if they are unfit through alcohol and/or drugs abuse, using suspension where applicable.
- Ensure that our clients' requirements are met.
- Undertake testing in the circumstances identified within this policy.

## **Testing Regime**

We intend to ensure that testing for Drugs or Alcohol is undertaken as specified below.

**Pre-employment** – there may be a requirement to undertake a test at the pre-employment or induction stages or at any other time as designated by the company.

**Reasonable suspicion** – should a company official have reasonable cause to suspect an individual has misused drugs and is unfit to continue working. The observations of the official will be documented and retained.

**Post incident** – where there are reasonable grounds to suspect that the effect of drugs has caused or been a contributory factor in an incident.

**Unannounced random** - the company aim is to test 20% of its office and site locations communities each year. No advance notification will be provided, and individuals will be selected randomly using a manual 'blind' selection process.

**Rehabilitation and follow up** – where a rehabilitation program for an individual requires a series of planned and unannounced tests. This may also be used at specific office or site locations with a test failure rate that the company deems unacceptably high.

**Clients' contractual standard** – where it is specified within the contract with the client.

Testing will be performed by trained and competent employees or by accredited third party service providers. Refusal to take a test will record a positive test result and will be treated as a non-compliance with this policy. Where an individual records a positive or non-negative test result, it will be treated as a non-compliance with this policy.

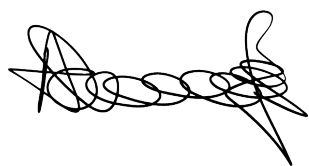
## Prescription Drugs / Medication

All employees have a duty to inform their line manager or supervisor of any prescriptive drugs or medication which they either propose to take or are taking which may affect their ability to work safely.

Non-employees are required to provide this information during their induction process.

This Policy will be communicated to all employees and made available to all non-employees. It will be reviewed annually and amended to ensure it remains current.

## Signed



**Adam Knaggs**  
Managing Director



**Francis Shiner**  
Chairman



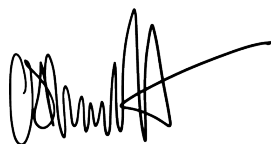
**Gary Wykes**  
Director



**Andrew Mitchell**  
Finance Director



**Andrew Shiner**  
Director



**Carl Bennett**  
Director



**Dan Changer**  
Director



**Jonathan Richardson**  
Director

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