



## **SUBSTANCE MISUSE POLICY**

### **POLICY STATEMENT**

The company endeavours to ensure that employees' use of either drugs or alcohol does not impair the safe and efficient running of the organization and aims to safeguard the health of its employees.

Acumen Logistics has a responsibility towards employees to provide a safe and healthy working environment and recognises that this may be jeopardised by those who misuse alcohol, drugs or solvents within the working environment, or in a way that may affect themselves and others at work. The Company also aims to ensure that its business and commercial interests are not jeopardised as a consequence of any such misuse.

The Company will, therefore, take appropriate action to protect all employees' health, safety and welfare, Company property and the efficiency and success of our business against substance misuse, as well as third parties, agency staff and temporary staff, with whom we have dealings in the normal course of our activities.

Where an employee rejects or fails to conform to the substance (i.e.: alcohol, drugs and solvents) testing processes, or fails to comply with a reasonable request to undergo a medical examination, or comply with a course of relevant treatment recommended by a medical expert, then after due consideration of the facts, the Company has the right to treat such failure as Gross Misconduct and therefore liable to disciplinary action up to and including Summary Dismissal.

Breaches of this policy will be treated as Misconduct or Gross Misconduct issues under the Company Disciplinary procedure. Any warning issued under this policy will not be taken into account when dealing with issues unrelated to either substance or alcohol abuse. However, where an employee is found to be responsible for any act of Gross Misconduct in relation to the alcohol and substance misuse policy, in the same way as all other cases of Gross Misconduct, this may still result in escalation straight to dismissal, irrespective of any previous warnings which may or may not already be on file.

- The use or misuse of alcohol and drugs (classified under The Misuse of Drugs Act 1971) is prohibited.
- The Company will be an alcohol and drugs free zone - this includes all premises and vehicles. In addition to this, rules regarding work related social events may vary. Please refer to the Behaviour At Work Related Social Events Policy.
- Whilst engaged on company business, we must all be in a fit condition, free from traces of illegal drugs and below the Company alcohol limit.

### **The limits – alcohol**

No one must exceed a Blood Alcohol Concentration of 0.8 ‰ (current UK drink-drive limit).

- Evidence shows that when people have even a small amount of alcohol in their blood, their ability, performance and judgement are impaired. This creates unacceptable risks to Acumen.

### **The limits – drugs**

Any use of illegal drugs covered in the Misuse of Drugs Act 1971 and the misuse, whether intentional or not, of prescription drugs, over the counter medicine, glue and solvents are prohibited.

Anyone taking medication which may cause drowsiness, impair reflexes or reaction times, must always follow the prescribed dose carefully to ensure safety is not compromised.

### **Enforcement of the policy**

Acumen must exercise due diligence and a key part of the policy is the enforcement of the limits set.

Managers/supervisors are trained to administer the alcohol breath testing process using approved testing devices and methods.

An external professional agency is responsible for all urine drug testing. Their representatives are fully trained and certified to carry out such tests using approved testing products and procedures, which provide accurate and irrefutable evidence.

### **Testing**

Acumen will conduct testing in the following situations.

- **Pre-employment:** All prospective employees will be required to provide a response to questions related to the misuse of substances as part of the pre-employment health screening process. Prospective employees may also be required to undertake a test as part of their application process.
- Prospective employees who fail a pre-employment urine drug screen can have their sample re-analysed by the Company appointed laboratory, provided the cost is borne by the applicant.
- **For cause:** Testing will be carried out when an accident/incident occurs and there are reasonable grounds to suspect that the actions or omissions of the employee, that led to the accident/incident, were a result of alcohol or substance misuse. For cause testing can also arise when there is reasonable suspicion that an employee has been misusing alcohol or drugs or is thought to be under the influence of alcohol or drugs at work.
- **Random:** A policy of random testing will be applied. Initially all employees at a location may be tested in order to establish baseline data.
- **Follow-up:** Employees who have tested positive for drugs or alcohol, and who have undertaken a medically prescribed rehabilitation programme will be subject to further periodic testing to ensure compliance with the rehabilitation programme.

### **Alcohol testing procedure**

Employee is notified that they are required to undergo an alcohol test and taken to a suitable location (a witness may be present - including a trade union representative if requested).

A breath test is administered.

If negative (i.e. zero reading) Employee may return to work.

If positive (i.e. alcohol present) a second test is administered after 20 minutes.

If this result is less than the Company set limit the employee may return to work.

If this result is at or above the Company set limit the individual is suspended from work, with pay, sent home and advised the Company will commence an investigation, which may lead to disciplinary action.

### **If test refused**

The Company process is explained to the individual. If they refuse to comply with the testing procedure then the individual is suspended from work, with pay, for that day or shift.

The individual is sent home and advised that the Company will commence an investigation, which may lead to disciplinary action.

## **Drug testing procedure**

Employee is notified they are required to undergo a drug test and are taken to a suitable location (a witness may be present - including a trade union representative if requested). The agency administers a urine test using an approved Chain-of-Custody procedure. The sample is tested to ensure that it has not been tampered with and then tested on site for the ten most common drugs of abuse.

### **If negative**

The sample is destroyed and the employee may return to work.

### **If positive - on site**

The sample is sent to an analytical laboratory for confirmation. These results are definitive. During this time the individual will be suspended from work, with pay pending results. If the results are confirmed as positive the Company will commence an investigation, which may lead to disciplinary action.

### **If test refused**

The Company process is explained to the individual. If they refuse to comply with the testing procedure then the individual is suspended from work, with pay for that day or shift. The individual is sent home and advised the Company will commence an investigation which may lead to disciplinary action.

### **You may face dismissal if you:**

- \* Test positive for alcohol above a BAC of 0.8%
- \* Consume drugs or alcohol while on Company premises or on Company business.
- \* Are found to be in possession of illegal drugs.
- \* Test positive for illegal drugs following laboratory analysis.
- \* Refuse to give a breath or urine sample for testing.
- \* Decline to take or miss an approved course of treatment related to a drug and/or alcohol problem if advised to do so by the Company.