



# **SPARTANS**

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# **LIMITED**

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## **DRUGS AND ALCOHOL POLICY**

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# **300 SPARTANS LIMITED**

## **Drugs and Alcohol Policy**

### **THE PURPOSE OF THE POLICY**

There is a clear link between misuse of alcohol, drugs and reduced safety and efficiency. The purpose of this policy, therefore, is:

- To ensure that the use of drugs or alcohol does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact in the course of their work.
- To ensure that the use does not affect the efficient and effective operation of the 300 Spartans Limited business.
- To set out 300 Spartans Limited rules on drugs and alcohol.
- To provide a procedure whereby employees who have a problem of drug or alcohol misuse can seek and be offered help by the business in confidence.
- To provide guidance of the effects of drugs and alcohol and the symptoms of drugs and alcohol misuse.

### **APPLICATION FOR EMPLOYEES**

- The 300 Spartans Limited policy applies to all its employees.
- Any worker found positive (some our Hirer's may ask you to complete the test) or reasonably believed to be working under the influence of alcohol or illegal drugs will be removed from the site immediately and in could be never allowed to work on the same site again. These terms and conditions are the standards required to work on any our customer's site.
- This policy will help to ensure the health and safety of us all, to maintain the efficient and effective operation of our business, and to ensure our customers receive from us the service and quality they require. For those reasons, the following rules will be strictly enforced.

No employee shall attend work

- When unfit due to excessive alcohol or have consumed illegal drugs prior to attending work. Unfit due to excessive alcohol is defined as failure to pass the police breathalyser test if required.
- Be in possession of alcohol or illegal drugs\* in the workplace.
- Consume alcohol or illegal drugs at work.

- Subject to what follows, employee may consume alcohol at official business functions where such consumption has been authorised by management. Please note that you must take personal responsibility to ensure that you could if randomly tested pass tests the next day.
- Any employee unfit for work for the above reasons must contact Agency in the usual way and must not on any account attend work at the any our customer site.

\*Illegal drugs include but is not limited to, heroin, cannabis/marijuana, cocaine, ecstasy, and amphetamines.

Contravention of these rules is a very serious matter, and the business will take disciplinary action- which may well be dismissal- in the event of infringement. In addition, possession of or dealing in illegal drugs on any customer premises or sites will, without exception, be reported to the Police and remains an issue of Gross Misconduct.

## **DISCIPLINARY ACTION AND SUSPENSION**

- Employees who are authorised to drive company vehicles and has been reported using drugs or alcohol or effected by any of those will be dismissed immidetley.
- When the employee contravenes the 300 Spartans Limited rules stated above, that contravention will be dealt with under the disciplinary procedure.
- The 300 Spartans Limited disciplinary procedure may be suspended for investigation of whether the employee has a problem amenable to treatment and, if so, for that treatment to be undertaken.

Employees who decline to undergo appropriate treatment, or who discontinue treatment before its satisfactory completion, will be subject to the normal disciplinary procedure. The Disciplinary procedure will not apply to those employees who from our customers sites been removed and not allowed to return.

An employee may be suspended where necessary but must not be allowed to drive themselves home if the Hirer's management believes that they are under the influence of excessive alcohol or illegal drugs. On this case the 300 Spartans Limited must be informed immediately.

## **Appendix 1**

### **The effects of alcohol and drugs**

Misuse of alcohol and drugs can cause absenteeism, accidents at work, poor performance, strained relationship with colleagues, lateness and long-term ill-health, (see Appendix 2 ) all of which are a concern of the business.

## **Alcohol**

In terms of employees, too much alcohol on a regular basis increases the risk of long-term damage to health, including to the liver, nervous system, heart, stomach, and intestine. It may reduce immunity and the ability to fight off infection and it increases blood pressure.

Employees can help themselves by being aware of how much they drink each week, avoiding drinking binges and spreading their consumption over the week. The Government recommends men and women limit their consumption to 14 units per week.

One unit of alcohol equals:

- Half a pint of ordinary strength beer, lager, or cider.
- A small glass of wine.
- A single measure of spirits.
- A small glass of sherry.

It should be remembered that drinks poured at home are often more generous than bar measures.

It takes, on average, one hour to eliminate one unit of alcohol from the body. However, a given amount of alcohol will generally result in a higher blood alcohol level in women than in men.

## **Drugs and solvent abuse**

Drug misuse-as well as being illegal-can cause considerable physical and mental harm and can kill. Solvent abuse can have the same affects. The effects of some drugs on the body and the mind may continue for a considerable time after consumption; indeed, many drugs are detectable by drugs tests for up to two or three months after consumption. The simple advice in relation to drugs and solvent abuse is **-don't**.

## **Appendix 2- Features that may be associated with substance misuse.**

- Sudden mood changes.
- Unusual irritability or aggression.
- Confusion.
- Abnormal fluctuations in concentration and energy.
- Increasing unreliability and unpredictability.
- Impaired job performance.
- Accidents.
- Poor time- keeping.
- Increased short-term sickness absence.

- On the job absenteeism e.g., repeated absence from post, overlong breaks.
- Deteriorating relationships with colleagues, customers or management.

### **Useful contacts for alcohol problems**

- [Alcoholics Anonymous \(AA\)](#) is a free self-help group. Its "12 step" programme involves getting sober with the help of regular support groups.
- [We Are With You](#) is a UK-wide treatment agency that helps individuals, families and communities manage the effects of drug and alcohol misuse. If you are over 50 and worried about your drinking, call 0808 8010 750
- Drinkline is the national alcohol helpline. If you're worried about your own or someone else's drinking, you can call this free helpline in complete confidence. Call 0300 123 1110 (weekdays 9am to 8pm, weekends 11am to 4pm).
- [Adfam](#) is a national charity working with families affected by drugs and alcohol. Adfam operates an online message board and a database of local support groups.

### **Advice for families of people who use drugs**

- FRANK is a support service that provides information about drugs, plus advice for people who use drugs, and their parents or carers. Find a Frank support near you. Call the Frank helpline: 0300 123 66 00
- DrugFAM offers phone and email support to people affected by other people's drug or alcohol misuse. Email: [office@drugfam.co.uk](mailto:office@drugfam.co.uk) or call the helpline: 0300 888 3853.
- Release offers free, confidential advice on drugs law for people who use drugs, and their families. Email: [ask@release.org.uk](mailto:ask@release.org.uk) or call the helpline: 020 7324 2989.