



Alcohol And Substance Abuse Policy

1. POLICY STATEMENT

1.1 Pinson TM Ltd is committed to ensuring the health, safety and welfare of its, employees, Sub-contractors and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse.

2. SCOPE

2.1 This policy applies to all Sub-contractors, employees and all persons coming onto the PINSON TM LTD to carry out work on its behalf.

3. PROCEDURE

3.1 Pinson TM Ltd will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the company (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by Sub-contractors, employees and, where relevant, contractors, customers and the public.

3.2 Pinson TM Ltd prohibits the drinking of alcohol by Sub-contractors, employees and contractors in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions. The company regards drinking to an 'unreasonable level' as any of the following situations:

Policy: PTM-P06-Alcohol And Substance Abuse Policy-V1

Pinson TM Limited is a private limited liability company and is registered in England and Wales with registration number 14080425.

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- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others or could potentially bring the council into disrepute.
- The individual continues to drink when instructed to stop by a manager.

3.3 Pinson TM Ltd will take all reasonable steps to prevent Sub-contractors, employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse. The company reserves the right to refuse entry to, or to send home, any employee who is considered to be in an intoxicated condition. Any breaches of this nature will be handled under the Disciplinary Procedure.

ALCOHOL AND SUBSTANCE ABUSE POLICY

3.4 Pinson TM Ltd expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on company premises, in company vehicles or at a company function, they will be regarded as serious. They will be investigated in accordance with the Disciplinary Procedure, and may lead to disciplinary action and possible reporting to the police.

3.5 No employee or other person under the company's control shall, in connection with any work-related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol while on duty unless, in the case of alcohol, with the agreement of line management for the purposes of official entertaining;
- store drugs or alcohol in personal areas such as lockers and desk drawers (with the exception of non-prescribed drugs such as Paracetamol etc. or drugs which been prescribed to the employee – see 3.6 below) ; or
- attempt to sell or give drugs or alcohol to any other employee or other person whilst working for or on behalf of the council.

3.6 Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Advice can be sought from the Occupational Health Adviser, through the Human Resources team, about whether any prescribed medication may impact on an employee's ability to carry out their work safely.

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3.7 Any employee suffering from drug or alcohol dependency should declare this to their line manager, or to their HR Business Partner, and the company will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. Failure to accept help or continue with treatment may render the employee liable to action under the Disciplinary Procedure.

3.8 Counselling support and support from Occupational Health can be accessed via the Human Resources team. All consultations will be strictly confidential between the employee and Occupational Health/the Counsellor.

4. FURTHER INFORMATION AND ADVICE

4.1 Further information, advice and guidance for Sub-contractors, employees and managers is available through the following web links:

Advice on Alcohol Abuse:

- NHS Choices: <http://www.nhs.uk/conditions/Alcohol-misuse>
- Alcoholics Anonymous: www.alcoholics-anonymous.org.uk/
- Alcohol Concern: www.alcoholconcern.org.uk
- Health and Safety Executive (HSE): <http://www.hse.gov.uk/alcoholdrugs/alcohol.htm>

Advice on Substance and Drug Misuse:

- NHS Choices: <http://www.nhs.uk/conditions/Drug-misuse>
- Narcotics Anonymous: www.ukna.org
- FRANK: www.talktofrank.com
- Health and Safety Executive (HSE):

<http://www.hse.gov.uk/alcoholdrugs/drugs.htm>

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Pinson TM Limited

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Version: V1

Reviewed 4th of April 2023

This policy has been approved by the Directors of Pinson TM Limited and signed on its behalf.

C.Lappin

Mr Charlie Lappin

Director

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Mr Jordan Benson

Director

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