

ALCOHOL OR DRUG TESTING POLICY

Introduction

This policy sets out our organisation's rules on alcohol and drug testing.

As an organisation, we have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all our staff. This policy has been implemented by the organisation to ensure the safety of employees and others. It sets out when and how testing will be carried out, who will carry out the testing and what will be done with the results of any tests.

In this policy, the term "drug" includes all drugs and psychoactive substances (including those formerly known as "legal highs") that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

The policy does not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

With-cause alcohol and drug testing

We will ask you to undergo an alcohol and drugs test where you have been involved in a workplace accident or in any incident that has caused or could have caused a danger to health or safety, regardless of whether your behaviour suggests drug or alcohol use. Testing will also be carried out where we have reasonable grounds to believe or suspect that you are or may be under the influence of alcohol or drugs.

If you notice any obvious signs of alcohol or drug abuse in a colleague, you should report your observations and/or suspicions in confidence to your line manager, the facilities and safety manager, or the people and culture partner..

Random alcohol and drug testing

We reserve the right to carry out alcohol and drug testing randomly. Random alcohol and drug testing will be carried out on individuals who work in safety-critical jobs, including those working with machinery/whose job duties involve driving/whose job involves responsibility for the care of others.

Carrying out tests

Alcohol and drug testing will be carried out only by qualified and competent personnel from an external alcohol and drug testing company. They use accepted and reliable methods to conduct alcohol and drug testing with the

least possible intrusion into your privacy. You will be informed what drugs you are being screened for prior to testing.

Consent

We will ask you for your consent before conducting an alcohol and drug test.

If you are asked to undergo an alcohol and drug test, this does not automatically indicate that you are under any suspicion of wrongdoing. However, any refusal to consent to an alcohol and drug test in accordance with this policy may be treated as a disciplinary offence.

Action after a positive test

The outcome of a positive test will depend on the circumstances, but may include disciplinary action, up to and including dismissal, where:

- your alcohol level is 80 milligrams of alcohol per 100 millilitres of blood or 35 micrograms of alcohol per 100 millilitres of breath or above, and you work in a safety-critical job;
- your drug use has or could have serious consequences or
- you have previously tested positive for alcohol or drugs within the previous two years.

Following an alcohol and drug test, you will be given access to a duplicate copy of any sample taken so that you can have it checked independently,

Requesting support

If you are finding it difficult to cope at work because you have a problem with alcohol or drugs misuse, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to people and culture partner

We urge you to be as open as possible about any particular issues that you are experiencing to ensure that you are provided with the right level of support.

Any health-related information disclosed by you during discussions with your line manager [, occupational health or the HR department] will be treated sensitively and in confidence.

There is a range of support that we can provide to anyone who discloses that they have an alcohol or drug problem including [a programme of medical treatment, rehabilitation or counselling].

Data protection and privacy

Alcohol and drug testing will be conducted in accordance with an risk assessment that the organisation has carried out to ensure that testing is necessary and proportionate.

All possible measures will be put in place to ensure the confidentiality of test results, and checks will take place to avoid any false results.

Test results are processed in accordance with our data protection policy / policy on processing special categories of personal data.

Access to test results is strictly limited to the people for whom it is necessary, such as your line manager [and occupational health or the HR department]. Unauthorised access to test results will be treated as a disciplinary matter and dealt with in accordance with our disciplinary procedure.

We have arrangements in place with the external alcohol and drug testing company to ensure that it safely and securely processes test results.

Test results are retained in accordance with our data protection policy / policy on processing special categories of personal data. Positive alcohol and drug test results are retained only long enough for them to be investigated and dealt with under our disciplinary procedure. Negative tests are normally securely destroyed within two weeks of the negative test.

Workers have a number of rights in relation to their data, including the right to make a subject access request and rights to have data rectified or erased in some circumstances. You can find further details of your rights and how to exercise them in our data protection policy.

Complaints

If you have a complaint about the way in which an alcohol and drug test has been conducted, you can raise this informally with [your line manager/the HR department/name of individual]. In the alternative, you can raise it under our Grievance procedure if it applies to you.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

Equal opportunities

This policy must not be used in a discriminatory manner against any individual, and no individual should be unfairly targeted. We will take steps to ensure that your dignity is respected at all times.

Policy Review

This Policy has been authorised and will be regularly reviewed and updated as required by the Managing Director.