

Klinger UK Drug & Alcohol Policy

1. Introduction

This policy applies to Klinger UK Limited and all its UK locations and employees, as well as any officers, consultants, self-employed contractors, casual workers, agency workers, volunteers or interns.

It is the policy of Klinger to provide a safe and productive working environment without risk to health. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from the adverse effect of alcohol and drugs, whilst offering support to those who may have a problem associated with alcohol and/or drug dependency where it is appropriately declared to the organisation.

Alcohol and drug abuse can not only be detrimental to an individual but can also have an impact within the workplace. An alcohol or drug-related problem is highly likely to interfere with an employee's health, safety, welfare and performance in any aspect of employment. Workplace issues that may arise include high absenteeism, poor productivity, poor working relationships, loss of training investment, poor timekeeping and increased risk of industrial accidents.

This policy does not form part of any contract of employment or other policy to provide services, and we may amend it at any time.

For additional information, speak to the HR team.

2. Definitions

2.1. Alcohol addiction or dependence

The problems associated with alcoholism or alcohol dependence are wide ranging and can be physical, psychological and social. For someone with a drink problem, drinking becomes a compulsion and takes precedence over all other activities.

A person with alcohol dependence:

- Has a strong desire to drink alcohol;
- Has difficulty controlling their use of alcohol;
- Persistently uses alcohol despite being aware of the harmful effects;
- Shows increased tolerance for alcohol;
- Shows signs of withdrawal when without alcohol.

2.2. Drug addiction or dependence

Drug addiction is when a person becomes dependent on a drug, and it forms a central part of their life. Misusing drugs can lead to physical dependency and/or psychological dependency.

Drug misuse is when a person takes illegal drugs or takes medicines in a way not recommended by their doctor or the manufacturer. Taking medicines in very large quantities that are dangerous to health is also an example of drug misuse.

3. Aims and objectives

3.1. This policy aims to establish a framework that promotes a safe, healthy and productive work environment whilst addressing issues related to substance misuse. It is also to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:

- a. All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems
- b. Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage
- c. Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently

and to:

- d. Prioritise the safety and wellbeing of employees, visitors and others in the workplace by addressing the risks associated with drug and alcohol misuse
- e. Ensure compliance with relevant UK legislation including the Health and Safety at work Act, the Misuse of Drugs Act, the Road Traffic Act and the Equality Act
- f. Identify and mitigate the risks associated with impaired job performance, accidents, injuries and potential legal liabilities resulting from substance misuse
- g. Provide support and assistance to employees struggling with substance misuse issues through the implementation of rehabilitation or support plans
- h. Foster a workplace culture that values health, safety and wellbeing, encouraging responsible and accountable behaviour among employees

The policy also aims to identify problems at an early stage so that support and assistance can be offered, and remedies found, and to reinforce both individual and management responsibility in relation to alcohol and drug misuse.

Any information that you provide to us about your health will be processed in accordance with Data Protection Legislation. We recognise that such data is sensitive and will handle it in a confidential manner.

4. Our approach to alcohol and/or drug misuse

4.1. We recognise that some of our staff may become dependent on alcohol or drugs. We also recognise that such dependencies can be successfully treated. We wish to promote a culture which understands and is sympathetic to the problems associated

with alcohol and drug misuse in which staff with dependency problems are encouraged to seek help and are supported.

- 4.2. We will not accept staff arriving at work under the influence of alcohol or drugs, or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

For the absence of doubt, Klinger takes a zero-tolerance approach to substance use and where there is any substance identified in the urine, breath or bloodstream the employee will be considered to be under the influence of that substance.

5. Identifying a problem

- 5.1. If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their line manager or the HR Department. If they will not seek help themselves, you should draw the matter to the attention of your line manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of a known or suspected alcohol or drug-related problem.
- 5.2. An individual will often not recognise or will deny that they have a problem, but the supervisor/line manager may suspect that alcohol and drug abuse may be the root cause or at least a contributory factor to work performance, behaviour or poor attendance problems. The line manager is not expected to diagnose alcohol and/or drug abuse and should refer the person, through HR, to Occupational Health.
- 5.3. If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible. Our HR department, together with external Occupational Health management company can assist you and will, where possible, do so in confidence.

6. Alcohol and drugs at work

- 6.1. Alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement/decision making, and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the use of alcohol and/or drugs may damage our reputation and, as a result, our business.
- 6.2. You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after-effects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.

6.3. You should not drink alcohol during the normal working day, at lunchtime or at other official breaks. Drinking alcohol while at work without authorisation or working under the influence of alcohol will be considered serious misconduct.

6.4. When entertaining clients or attending work-related social events, you are expected to maintain responsible behaviour and to act in a way that will not have a detrimental effect on our reputation. If you entertain clients or represent us at external events where alcohol is served, you are considered to be 'at work'. Consequently, we expect you to remain professional and fit for work at all times.

Managers should act to prevent excessive consumption of alcohol by any member of staff and should take steps to deal with any unacceptable conduct. Any such behaviour may lead to disciplinary action.

6.5. You must comply with drink-driving laws and drug-driving laws at all times. Conviction for drink or drug-driving offences may damage our reputation. If you are required to drive as part of your job, any conviction would mean that it is likely you are unable to effectively perform your duties and therefore will not be able to continue in your role. Committing a drink or drug-driving offence whilst working for us (both in or out of working hours) may lead to disciplinary action under our Disciplinary Procedure and could result in your dismissal.

6.6. If you are prescribed medication, you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or if you should be temporarily reassigned to a different role. If so, you must tell your line manager or the HR Department without delay and report any side effects that you are experiencing which may impact on your ability to undertake your duties safely, professionally and with due care and attention.

7. Supervisor / Manager Responsibilities

- 7.1. To encourage their staff who consider they have an alcohol and/or drug abuse problem to seek confidential help
- 7.2. To be alert to any of their staff who show changes in their performance/attendance that may indicate an alcohol and/or drug abuse problem
- 7.3. To apply where appropriate the relevant Disciplinary Procedure where misconduct or work performance problems are identified as a result of substance use which contravenes this policy
- 7.4. Before the above action, refer to HR who will liaise with Occupational Health for a medical opinion
- 7.5. To keep their department manager informed of all alcohol & drug abuse problems

8. HR Responsibilities

- 8.1. To encourage employees who know or suspect that they have a substance abuse problem to seek help voluntarily and provide assistance to employees to overcome their problem
- 8.2. To provide suitable contacts for counselling and rehabilitation to aid the individual in dealing with the problem
- 8.3. To provide guidance and advice to supervisors and line managers in dealing with staff who they believe are suffering from an alcohol and/or drug abuse problem
- 8.4. To raise awareness throughout Klinger of the harmful effects of alcohol and drug abuse
- 8.5. To ensure that appropriate training is provided to supervisors and line managers

9. Searches

- 9.1. We reserve the right to conduct searches for alcohol or drugs on our premises, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages, and any other items which we may reasonably believe are concealing prohibited items.
- 9.2. Any alcohol or drugs found as a result of a search will be confiscated. As per our legal obligation to do so, this will be reported to the police and action will be taken under our Disciplinary Procedure.

10. Alcohol & Drug screening

- 10.1. The following people may be required to participate in screening:
 - 10.1.1. Any member of staff where there is reasonable cause to suspect that the individual has been under the influence of alcohol or drugs at work
 - 10.1.2. Any member of staff where there is reasonable belief that their behaviour or work is impacted by alcohol or drug misuse
 - 10.1.3. Any member of staff who is found or alleged to be actively using or in possession of alcohol or drugs at work
 - 10.1.4. Any member of staff who is found to be or alleged to be supplying alcohol or drugs at work
 - 10.1.5. Any member of staff who works within an area or department where alcohol or drugs have been found, and/or who can be reasonably linked to the finding
 - 10.1.6. Any member of staff who is reported to smell of any substance whilst in the workplace
- 10.2. Substance screening will be conducted by an external provider to avoid compromising the confidential nature of our line managers and/or HR team. Arrangements will be discussed with affected members of staff at the start of each screening programme.

11. Managing suspected substance misuse

- 11.1. Where a manager or colleague considers that a deterioration in work performance or pattern of behaviour may be due to alcohol or drug misuse, they should seek advice and assistance from the HR team. Similarly, if a visitor, contractor or other person who may be on site to carry out works suspects that a member of our team is in any way impaired by a substance, they should report to their host/POC immediately.
- 11.2. If your line manager has reason to believe that you are suffering the effects of alcohol or drugs misuse, they will invite you to an investigatory interview. The purpose of the interview is to:
- 11.2.1. Discuss the reason for the investigation and seek your views on, for example, your alleged impacted performance or behaviour, and
 - 11.2.2. Where appropriate, offer to refer you to occupational health or the HR department for medical or specialist advice.
- 11.3. If you arrive at work and a manager reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact the HR Department in order that you can be provided with assistance and an investigation can be undertaken.
- 11.4. If a scenario as covered in section 11.3 occurs, you may be requested to comply with drug screening through an external testing company as may be engaged by the company from time to time. Any refusal to do so may result in disciplinary proceedings.
- 11.5. In addition to section 11.4, the HR department may ask for your consent to approach your GP for advice. Any cost associated with this will be covered wholly by the Company.
- 11.6. If, as a result of the meeting or investigation, your line manager continues to believe that you are suffering the effects of alcohol or drugs misuse and you refuse an offer of referral to occupational health or other appropriate treatment providers, the matter will be dealt with under our Disciplinary Procedure.

12. Providing support

- 12.1. Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. We will provide support where possible with a view to a return to full duties. This may include:
- (a) Referral to appropriate treatment providers, where necessary in conjunction with your GP
 - (b) Time off work to attend treatment

(c) Adjusting your duties or other support as recommended by the Occupational Health Department or your GP or specialist during treatment and for an agreed period afterwards, subject to operational requirements and feasibility

12.2. If you do not finish a programme of treatment, or your recovery and return to work does not go as planned, your line manager and / or the HR Department will meet with you to decide what further action, if any, should be taken.

13. Confidentiality

13.1. We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it should be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

13.2. If you seek help with an alcohol or drug-related problem directly from the HR Department and you wish to keep matters confidential from your line manager and colleagues, this will be respected unless there is reason to believe that this could put you, your colleagues or anyone else at risk or carries some other material risk for the business. In those circumstances the HR team will encourage you to inform your line manager and will give you sufficient time to do so before discussing the matter with them directly.

14. Performance and disciplinary issues

14.1. If you agree to undertake appropriate treatment or rehabilitation for an acknowledged alcohol or drug-related problem, we may decide to suspend any ongoing disciplinary action against you for related misconduct or poor performance, pending the outcome of the treatment.

14.2. Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or restarted at any time as we see fit.

Ian Collins
Managing Director



Natalie Hodgson
UK HR Business Partner



Last Reviewed: October 2024

Next Review: October 2025

Amendments

Issue	Page	Revision / Amendment	Approval By	Date
002	All	Whole document revision	Ian Collins	08/10/2024