

DRUGS & ALCOHOL POLICY STATEMENT

Alcohol and drug misuse have serious implications for users and for their work, particularly regarding driving, operating or working with machinery or in any other hazardous situations.

In our work environment many activities carried out are classed as high hazard.

Employees are encouraged to seek assistance from within the organisation if they believe that they have a problem with alcohol and drugs.

Employees should be aware that fellow workers affected by alcohol or drugs can be a serious hazard to themselves, other employees or others.

Where employees are concerned about the welfare of others within the organisation, they are encouraged to advise their line manager or other appropriate person within the organisation. All such reports will be treated in a confidential matter and appropriate help offered.

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication at work.

These symptoms include:

- the smell of alcohol
- slurred speech
- unusual lack of concentration
- changes in behaviour, particularly aggression

Anyone found taking alcohol or drugs during work time will be considered guilty of gross misconduct and will be disciplined accordingly.

Anyone found to be intoxicated by alcohol or drugs will be removed from the workplace, he or she will be considered guilty of gross misconduct and will be disciplined accordingly.

Anyone driving while on company business while affected or intoxicated by alcohol or drugs, will also be considered guilty of gross misconduct, and will be disciplined accordingly.

Signed





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