

# Drug and Alcohol Policy Statement

2021-22

## Introduction

Longworth is aware that drug and alcohol use can affect the safe operations of our business activities and as such hold a strict policy on restrictions. There are a number of factors that can contribute to someone using drugs and/or alcohol and as such we commit to appropriate investigation and support where an employee tests positive/non-negative when taking part in testing regimes.

Longworth commit to providing support for our employees to prevent, minimise and eliminate the consequences of drug and alcohol misuse. Working as a team with open communication, health and safety at the core of what we do and understanding our colleagues is something we pride ourselves on.

## Purpose

The purpose of this policy is to demonstrate that Longworth take drug and alcohol misuse very seriously and will endeavour to ensure the safety of those potentially affected by their use. This includes supporting employees who feel they may need help and investigating any breaches in our legal and other obligations to a satisfactory outcome.

## Scope

This policy applies to all Longworth employees and their activities in relation to the business whether during normal operating hours or extended working times e.g. business events outside normal operating hours.

## Responsibility

The board of directors take responsibility for ensuring the business operates in line with this policy and commits to taking appropriate action where necessary.

If an employee feels they are likely to or are misusing drugs or alcohol, or think their colleague is, we strongly encourage talking to their line manager or a company director who can investigate and provide for support accordingly.

We advise against employees potentially putting themselves at risk in order to help a colleague and as such have included drug and alcohol guidance and support within our mental health resources which all employees have freely available access to.

No employee may present themselves for work under the influence of drugs or alcohol. If an employee presents themselves for work under the influence, or suspected to be under the influence, they will be advised to stop work, to go home, to the hospital or their GP under suitably agreed travel arrangements so they are not putting themselves or others at risk. Longworth reserve the right the carry out testing in line with our employee handbook.

Employees must inform their line manager or a director if they are on prescribed medication if it holds the potential to affect their working ability, health and safety or the health and safety of others. Any changes must be communicated and recorded accordingly. The company will review information held on employees on at least an annual basis.

Longworth are aware a number of our clients operate a drug and alcohol testing regime and Longworth will participate in such, encouraging individuals to do the same.



Paul Smith  
**Managing Director**

Date: 1<sup>st</sup> December 2021

Scheduled Review Date: 30<sup>th</sup> November 2022