



# Class One Driving Ltd

## Alcohol and drug abuse policy

The following document sets out the policy of the Company on alcohol and drug use. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to Peter Doughty

### **Alcohol Abuse Policy**

1. The Company's policy is to forbid the consumption of alcohol on the Company's premises.
2. If any worker is found to be intoxicated at work or is found consuming alcohol on the Company's premises, that employee will face disciplinary action on the grounds of gross misconduct under the Company's discipline procedure.
3. The Company has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst workers who have safety critical roles, specifically Drivers
4. Applicants for jobs which are safety critical, specifically drivers may be requested to undergo a medical examination conducted by the Company's medical advisor, which will seek to determine whether the applicant has an alcohol abuse problem or has taken a controlled drug.
5. If an applicant refuses to give consent to such an examination or refuses to undergo the screening, the Company has the right to reject his/her application and/or immediately withdraw any offer of employment made.

### **Drug Abuse Policy**

1. The Company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the Company's premises.
2. Anybody who is prescribed drugs by their doctor that may affect their ability to perform their duties should discuss the problem immediately with Peter or Susan Doughty.
3. Where it is suspected that a breach of the prohibition on substances has taken place, or if it is suspected that a workers work performance or conduct has been impaired through substance abuse and the worker is engaged in a job where there is a risk to the health and safety of the worker and/or others, or it is a safety critical activity, specifically drivers, the Company reserves the right to require a worker to undergo a medical examination to determine the cause of the problem.
4. Where any person at such a request refuses to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's disciplinary procedure.



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- 5. The Company reserves the right to search a worker or any of the worker's property held on the Company's premises at any time, if the Company has reasonable grounds to believe that the prohibition on substances is being or has been infringed. The search will be carried out in accordance with the Company's search procedure.
- 6. If a worker refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.
- 7. The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its workers on the Company's premises.

I have read the above company policy and fully understand its contents.

Signed .....

Print .....

Date .....

Initial:  
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