

# TRANSPORTATION YOU CAN RELY ON

P7 – Drug and Alcohol Abuse Policy

14.02.2020



## **P7 – Drug and Alcohol Abuse Policy**

The following document sets out the policy of McLanachan Transport Limited alcohol and drug abuse. Every employee must be aware of their obligations under this policy, as well as protecting others around them: incidents, concerns and potential abuse must be reported immediately to our management team.

### **Alcohol Abuse Policy**

- Our company's policy is to forbid the consumption of alcohol on our premises. In certain circumstances, for instance, office functions permitted and approved by the company management team, restrictions within this policy may be temporarily waived. However, employees must note that attendance at these functions is still subject to the standard disciplinary rules concerning acceptable behaviour in the workplace.
- Employee's found to be intoxicated, or consuming alcohol during work hours, within our premises or attending client/partner premises, will face disciplinary action on the grounds of gross misconduct under the company's disciplinary procedure.
- McLanachan Transport Limited has the right to conduct regular health checks, or testing, to establish whether there are any alcohol or drug problems amongst the staff.
- It is our right as a company, to request prospective employees potentially undergo a medical examination conducted by the company's medical advisor. During this, we will seek to determine whether the potential employee has an alcohol abuse problem or has taken a controlled drug. The outcome of these tests may then impact on our condition of any offer of employment to prospective employees.
- If a potential employee refuses to give consent to such an examination or refuses to undergo the screening, the company has the right to withdraw any offer of employment made immediately.

### **Drug Abuse Policy**

- The company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the company's premises.
- An employee who is prescribed medications by their doctor or is taking over the counter medicines, which may affect their ability to perform their duties should inform their line manager.
- Where suspected there may be a breach of the prohibition on substances or suspected an employee's work performance or conduct be impaired through substance abuse, the company reserves the right to require the employee to undergo a medical examination to determine the cause of the problem.



- If an employee refuses the request to undergo a medical examination, such refusal will amount to gross misconduct under the company's disciplinary procedure.
- The company reserves the right to search an employee or any of an employee's property held on the company's premises at any time if reasonable grounds are found concerning prohibition or use of substances is infringed.
- Employee searches will be carried out by a member of staff of the same sex as the employee. Another member of staff will witness all searches. The employee's consent to these searches will be requested before commencement.
- If an employee refuses to comply with these search procedures, such action will typically be treated as amounting to gross misconduct and will entitle the company to take disciplinary action.
- The company reserves the right to inform the police of any suspicion it may have concerning the use of controlled drugs by any of its employees on the company's premises.

### **Pre-employment**

We ask potential employees to declare if they have any medical conditions, e.g. epilepsy, drug dependency, which could affect their ability to work safely, concerning their safety, and that of others. The company will consider, after taking professional advice, these conditions, and decide what position, if any, within the company would be suitable.

### **Approved by:**

Damian McLanachan

Managing Director

McLanachan Transport

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