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DBS Group - Drugs & Alcohol Policy

DBS Group recognises that whilst alcohol and drug abuse related problems have a negative effect on behaviour and performance at work, it is also a wider health and social concern.

It is DBS Group policy that staff may not bring to or consume alcohol or any unlawful drugs in the workplace, on a site where DBS Group employees are working, or at a business function where the employee is representing DBS Group. The rule regarding alcohol may be suspended in special circumstances (for example the Christmas party) and any variation to the no-alcohol policy will be advised prior to the event.

DBS Group recognises that a member of staff with alcohol or drug dependency problems needs help and support from his / her employer. All hazards related to this issue must be minimised so that other employees and stakeholders are not at risk.

DBS Group will address alcohol and drug dependency issues in two ways: -

Where the use of alcohol or non-prescription drugs has been evidenced to affect work performance or behaviour:-

- Disciplinary procedures will be put into effect where alcohol or drug use has affected performance or behaviour at work where there is no recognised dependency problem, or where dependency treatment is not possible or was unsuccessful.
- DBS Group will provide reasonable assistance to an employee who is participating in treatment for a drug or alcohol dependency problem.

Treatment and other forms of specialist assistance for alcohol and drug abuse can be provided by hospitals, GPs and other agencies. DBS Group will support employees undergoing treatment and where possible keep them in employment.

Assistance for a Member of Staff

The Company will, where possible, provide the following support to a member of staff:

- During a period of treatment the employee may be granted sick leave or other approved leave, and where possible to transfer to another position or to keep the post open depending on the employee's condition and the requirements of the company.
- After a course of treatment to return to work either in the employee's own post or an alternative post – where possible, depending on the needs of the company.

The Company's support will depend upon the following conditions being met:



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- An alcohol or drug dependency issue is identified by a GP or appropriate professional.
- The employee is prepared to partake fully in referral and treatment for an alcohol or drug dependency problem.

DBS Group will limit its support:-

- Where the employee does not participate fully in referral or treatment arrangements. No additional support will be given and disciplinary procedures will be followed.
- If the treatment process has been completed but is not successful, and there is further detrimental impact on work performance or behaviour. No additional support will be given and disciplinary procedures will be followed.
- An employee's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Company at that time.

Where Disciplinary Action Will Apply

In line with the DBS Group disciplinary rules, the following will be regarded as gross misconduct:

1. Attending work, site or a business function and/or carrying out duties under the influence of alcohol or drugs.
2. Consumption of alcohol or drugs whilst on work duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in dismissal for gross misconduct, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

If either of these rules are breached, but it is diagnosed (by a professional) that a drug or alcohol dependency related problem exists, and the employee participates in a programme of referral and treatment, the Company will **suspend** application of the Disciplinary Procedure and provide assistance as described above. Employees who do not complete the recommended treatment programme, or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

Procedures Which Will Apply

Alcohol or drug dependency related problems can come to the notice of management through:

- a) Witness reporting an employee using alcohol or drugs in the workplace, on site or at a business function,
- b) Failures in work performance or behaviour necessitating possible use of the Disciplinary Procedure e.g. a member of staff smelling of alcohol at work.



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c) Other means, where an employee informs the DBS Group management that they are undergoing treatment for a drug or alcohol dependency problem on a voluntary basis.

The Company will provide:

- d) Confidential advice and support to the managers and supervisors of the employee on
 - i) whether an alcohol or drug related problem exists
 - ii) progress in treatment
 - iii) return to or continuation at work of the employee or other appropriate arrangements.
- e) Any requested assistance to the member of staff concerned where this is reasonable and practicable in the circumstances.

Situations where use of the Disciplinary Procedure is Appropriate

When an incident of abuse of alcohol or drugs has been reported a disciplinary investigation will be instigated by a senior manager. During the investigation the possible existence of an alcohol or drug dependency issue should be explored to assess whether it is a possible factor.

If it is concluded that a drug or alcohol dependency issue may exist the employee should seek a diagnosis from a GP or hospital and submit the findings to DBS Group. Disciplinary action will be suspended until diagnostic advice is obtained.

If the investigation does not suggest that an alcohol or drug dependency problem exists, or the employee does not seek a diagnosis disciplinary action will be continued.

Confirmation that an alcohol or drug abuse problem exists and treatment arrangements.

If a positive diagnosis of an alcohol or drug dependency problem is made, and the employee agrees to co-operate in treatment, treatment arrangements should commence.

Where necessary, either the individual's own GP or medical professional will advise the employee regarding treatment and will be responsible for monitoring progress with this treatment.

DBS Group will request a regular update on the individual's progress from the medical professional concerned (the employee must agree to this). This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. If a diagnosis of alcohol or drug dependence not be confirmed or should the employ refuse to participate in treatment, the Company



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will review the facts and consider whether or not to follow the disciplinary procedure.

Every effort should be made by DBS Group to comply with the medical advice provided. If it is not reasonably practicable to do so, and as a result, the employee is not able to resume their position (or an alternative position), employment may be terminated on the grounds of incapacity (ill health).