



**TRADESLINK**  
RECRUITMENT



## Drugs and Alcohol in the workplace

Tradeslink believes that it is essential that all employees, and those who render services to the Company or at the client premises, are in full command of themselves and of all of their faculties throughout the working day.

As an employer, we have an obligation to protect workers and encourage sufferers to seek help. We train our Manager's on how to deal with staff who seek help, and where expert advice and support may be obtained.

This Drug and Alcohol Abuse Policy has been formulated to ensure our compliance and obligations in line with the following legislation:

- Health and Safety at Work Act 1974 - section 2
- Management of Health and Safety at Work Regulations 1999
- Misuse of Drugs Act 1971
- Road Traffic Act 1988
- Transport and Works Act 1992

Tradeslink requires staff to present themselves for work without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of their working hours in line with employee contracts. If during a working day a member of staff has to take medicinal drugs regularly, this fact should be made known to Tradeslink confidentially.

## Roles and responsibilities

If Tradeslink believes a member of staff to be under the influence of alcohol or drugs, and they are not able to carry out your duties in a proper, fit and safe way, they will not be allowed to commence work or continue work. In addition, such behaviour will be subject to the disciplinary procedure of Tradeslink and after due investigation, may result in dismissal/termination of services as a result of gross misconduct.

## Managers

Line managers' responsibilities include the following:

- Ensuring this policy is disseminated effectively to their teams and that teams understand and adhere to this.
- Setting a good example
- Monitoring changes in staff work performance and attendance
- Where staff have an alcohol or drug problem:-
  - encouraging staff to seek help voluntarily; and
  - referring them to the occupational health service
  - helping the staff member at work and assisting with rehabilitation

- applying normal sickness absence procedures to employees receiving medical treatment.
- To use capability/disciplinary measures appropriately, i.e. with the clear focus being a return to satisfactory work performance within a reasonable period.

## **Staff**

Staff responsibilities include the following:

- Familiarising and complying with the policy
- Understanding the effect of alcohol and drugs on work and health.
- Recognising that covering-up or colluding with colleagues with alcohol or drugs problems is counter-productive and can perpetuate the problem.
- Encouraging work colleagues to seek help if they have a problem in the knowledge that a positive and supportive approach will be offered.
- If worried about their drinking or drug-taking, to seek help from: -
  - Line Manager
  - Human Resources
  - Employee Assistance Programme (EAP)
  - External drugs and alcohol specialist advisory agencies
  - Their GP for the provision of confidential advice and assistance.

## **Operation of the Policy**

Tradeslink accepts that if a member of staff has an alcohol or drug-related problem affecting work performance - confidential guidance and assistance to overcome the problem should be offered. Such advice and support may be from the Line Manager/supervisor or GP/third party specialist.

Exclusion from work without sick pay may be appropriate. When discussing such problems with staff, the Company aims to assist the individual concerned who will need to be uppermost in the minds of Managers. If time off for treatment is recommended, a Human Resources Advisor and or Director, together with the Line Manager, will assure staff that all benefits and rights granted by the Contract of Employment are safeguarded during treatment. Any help, advice or treatment may be recorded as sick leave.

Tradeslink is obliged to investigate all the circumstances surrounding behaviour before commencing the disciplinary procedure, which may, where necessary, include seeking medical advice as to the staff members condition, including a medical examination. Tradeslink is obliged to investigate such matters in as much detail as possible, and therefore, expects all staff to comply with any requests such as examinations.

In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency, a reasonable leave of absence will generally be granted to cover this on an unpaid basis.

### **Disciplinary procedure**

If Tradeslink suspects that a member of staff has alcohol or drugs, the member of staff will be required to consent to a search of their belongings. If they are found to have any alcohol or illegal substances, they will be suspended from their duties pending further investigation.

This matter will be dealt with under the Company's disciplinary procedure, and after due investigation, may result in dismissal for gross misconduct.

If Tradeslink believes a member of staff is dealing, buying, selling or receiving drugs or alcohol, they will be suspended from their duties whilst an investigation is carried out. Where a criminal offence is suspected, the Company shall inform the police.

All employees and operatives are required to inform Tradeslink or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.

This Policy was approved & authorised by:



**Seán Doyle**  
Managing Director

Date of review: 29/03/2022
Date of next review: 29/03/2023