

Policy Statement – Drugs and Alcohol

TigerGeo has agreed the need for drug and alcohol policy which applies to all employees irrespective of status. Its objective is to ensure employees receive training and information on sensible drinking and drug awareness. The aim is to encourage those with drug or alcohol-related problems to seek the support of medical advice and counselling by an outside agency. It is recognised that drug or alcohol abuse at its various levels is a health problem requiring sympathetic help and special treatment. It is the aim of this policy to provide this.

The Safety Manager is responsible for implementation of this policy. The company will provide advice on request about suitable outside agencies and counsellors but is not currently large enough to warrant specific internal training for counsellors.

Every employee will be given a copy of this policy, and anyone with a drug or alcohol related problem will be encouraged to seek counselling.

Stress

It is accepted that stress at work can contribute to drug or alcohol abuse. We are therefore committed to identifying and reducing workplace stress factors.

Reducing opportunity

Research shows quite clearly that some jobs involve a much higher risk of alcohol abuse than others. The social pressure to drink can be stronger in some working communities. Irregular hours, travel and separation from the family, and the strain of a heavy workload are just some of the common job-related causes of alcohol abuse.

TigerGeo recognises that such problems, coupled with the opportunity to drink at work, creates a hazard. Therefore;

- alcohol will not be available on company premises during working hours. This will apply throughout the company, at all levels, without exception;
- at any social functions organised by the company, among the beverages provided, there will always be non-alcoholic drinks available.

Solvent abuse at work

Where problems involve the deliberate or unintentional abuse of solvents, whether or not used in the workplace, the person concerned will be covered by this policy. Where abused solvents are specifically work related, the employer will ensure that the use of solvents has been subject to the provisions of the Control Of Substances Hazardous to Health Regulations (COSHH Regulations), that the risks involved have been assessed and that measures have been taken to reduce all exposures to solvents to the lowest that is reasonably practicable.

Prescribed drugs and medication

Where problems involve the deliberate or unintentional abuse of prescribed drugs, the person concerned will be covered by this policy.

Confidentiality

The company undertakes to ensure that reporting of substance abuse and any advice sought by any individual will be strictly confidential and that any records compiled will be treated as the individual property

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of the employee within the constraints of law.

Job security

The company accepts that job security will be maintained for any employee participating in treatment and/or counselling in an attempt to deal with drug or alcohol abuse.

Where an employee has to be away from work to undergo treatment, their job will be held open in accordance with normal sickness procedures. However, it has to be accepted that, in the long-term, job security must depend on work returning to an acceptable level. Advice will be sought and consideration given as to whether the person's original job would be consistent with maintaining recovery.

Disciplinary procedures

Drug or alcohol abuse will not in itself constitute grounds for dismissal, unless the person's action or performance reaches an unacceptable level. Such cases will be dealt with under normal disciplinary procedures.

Where indicators, such as poor work performance, absenteeism, poor health or deteriorating behaviour, indicate a possible problem, employees will be advised to refer themselves for confidential counselling and advice. Paid time off for counselling and treatment will be allowed in accordance with the normal sick pay scheme. Refusal of treatment will not in itself be grounds for discipline, unless an employee's action or performance reaches an unacceptable level.

Where an employee is referred for treatment under this policy, any disciplinary procedures associated with drug or alcohol abuse will be suspended and remain so for the duration of the treatment.

Where an employee with a drug or alcohol-related problem is able to continue to perform his/her duties whilst undergoing treatment, adequate time off for treatment will be allowed.

Relapses will be referred to the independent counsellor for assessment, and consideration given to further job protection.

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