

## Introduction

Drug misuse can be a serious problem within the workplace. Employees who take unlawful drugs are more likely to endanger their colleagues, have accidents at work, be absent from work and work inefficiently.

This policy applies to drugs that are unlawful under the criminal law and not to prescribed medication.

## Aims of the Policy

It is Stambridge Security's intention to deal constructively and sympathetically with any employee's drug related problems. We will always encourage employees to seek advice and guidance on suitable treatment. The aims of this policy are to:

- Promote a responsible attitude to drugs
- Offer assistance and advice to employees who need it

Any discussions of the nature of an employee's drug problems and the records of any treatment will be strictly confidential. However, if you refuse to seek help the matter may be referred for action under Stambridge Security Services Ltd disciplinary procedure as appropriate.

## Prohibition on Drugs in the Workplace

No drugs must be brought onto or consumed on company / client premises at any time. If a Stambridge employee / group of Stambridge employees is caught in possession of drugs at work, their actions will **NOT** be defended by Stambridge Security Services Ltd as the company will not condone the use of unlawful drugs under any circumstances.

Staff must never take drugs if they are required to drive private or company vehicles on company business. Staff must also never take drugs when they are on operational standby or on call.

Employees representing the company at business functions or conferences, providing hospitality or attending company organised social events outside normal working hours are prohibited from taking drugs.

A breach of these provisions is a disciplinary offence and may amount to gross misconduct resulting in summary dismissal.

## Drug Related Misconduct

In addition to drug possession and taking, gross misconduct also applies to any employee believed to be buying or selling drugs. on Stambridge Security's premises, associated premises or client premises at any time.

Stambridge Security Services Ltd reserves the right in any of these circumstances to arrange for the employee to be escorted from the company's premises immediately and sent home without pay or placed on suspension while carrying out an investigation.

## Drug Screening

On the grounds of protecting health and safety, Stambridge Security Services Ltd have given full permission to some clients / venues to carry out random drug screening tests on employees in the workplace.

If an employee receives a positive test result, or refuses to submit to a drug screening test, this will be viewed as potential gross misconduct and renders the employee liable to summary dismissal under the company's disciplinary procedure.