

P&I Ltd

Alcohol and Drugs during training Policy April 2019

Alcohol and Drugs Policy

The Company endeavors to ensure that the use of either alcohol or drugs does not impair the safe and efficient running of the various training courses undertaken by P&I Ltd, or the health of its employees. Employees/course participants are responsible for their own acts and omissions (Section 7 of the Health and Safety at Work Act 1974) – and misuse of alcohol or drugs at the workplace can constitute a criminal offence.

Employees/course participants are forbidden to consume alcohol, take illegal drugs, buy or sell alcohol/drugs whilst on Company or training premises during P&I training sessions. Employees/course participants are also forbidden to come to work/training knowing that they have consumed alcohol recently and are still under the influence of alcohol and are therefore incapable of carrying out their duties to the level required by the Company.

Any employee who breaches this rule has committed an act of gross misconduct and disciplinary action will be taken which is likely to result in summary dismissal. Course participants who are suspected to be under the influence of alcohol or illegal drugs will be requested to leave the training sessions and will be reported to their relevant work place superior/line manager.

A senior Manager, with the prior authority of the Managing Director, may on occasion make an exception to this policy, i.e. Official functions/receptions/award ceremonies.

Procedure

1. Managers/Supervisors/trainers who feel an employee's/trainees unsatisfactory performance or conduct may be drug or alcohol related should in the first instance contact their Head of Department for advice. It is the intention of the Company that where a Manager/Supervisor/trainer feels that alcoholism or illegal drug use is an issue with a member of staff or course participant then that member of staff must be confronted on the issue.
 - Employees - The Managing Director, and/or Head of Department will conduct the discussion and meeting with the employee, and with the Manager/Supervisor present. If the employee owns up to having come to work under the influence of alcohol or

drugs or owns up to unsatisfactory performance due to alcoholism, then the Manager/Supervisor must inform the Head of Department and/or Managing Director so that an appropriate management decision is made.

- Trainees – will be requested to leave the premises if they are capable of doing so. If necessary a course participant will be escorted to a safe area to ensure we are not placing them at risk by asking them to leave if they are not in a condition to do so. At the soonest possible moment after ensuring the safety of the course participant, their line manager/place of work will be informed of the occurrence and P&I Ltd will co-operate fully with any workplace investigation that is undertaken.

Employees only

2. A meeting must be arranged with the employee to discuss the unsatisfactory performance or conduct. Where this is required the Manager should re-state the Company's required standards making sure the employee understands what is expected of him or her.

Follow up actions should be agreed and reviewed within a reasonable timeframe.

Where it is established that alcohol or drugs is or could be the problem, the Manager must insist that the employee contacts and makes an appointment with their own General practitioner recommended by the Company. If the employee denies that alcohol or drugs are the cause of the problem (whether believed or not), he or she should be treated as for any other disciplinary/poor performance (capability) problem.

3. Where an employee acknowledges that they have a problem, assistance in terms of time off will be provided by the Company on the understanding that:
 - Whilst they are undergoing treatment and need to be absent from work they will be on sick leave and will be entitled to the usual Company sick pay benefits as are appropriate
 - Every effort should be made to ensure that on completion of the recovery programme employees are able to return to the same equivalent work.

However, where such a return would jeopardize either a satisfactory level of job performance or the employee's recovery, the Manager/Supervisor will review the full circumstances surrounding the case and agree in conjunction with the Head of Department and/or Managing Director an appropriate course of action to be taken. This may include the offer of suitable alternative employment or dismissal

(Before a decision on dismissal is made, it should be discussed with the employee with the Head of Department and/or Managing Director present and an up-to-date medical opinion obtained from the employee's GP or the Company's independent medical Advisor via. the Head of Department.)

4. Where an employee, having received treatment, suffers a relapse, the Company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more rehabilitation time is likely to be required for a full recovery. At the Company's discretion additional time may be given for rehabilitation in order to help the employee recover fully.

If a recovery after treatment seems unlikely, dismissal may result. A full consultation with the employee before hand will commence and a full medical investigation will need to have been

undertaken by the Company's independent medical Advisor. A clear warning will be given to the employee beforehand.

The Head of Department, Managing Director and HR Director must be involved at every stage of the above process.

This Policy Statement may be changed / amended at any time.