



## **Drugs & Alcohol Policy**

Matthias Construction Materials (SE) Ltd, is concerned that the use of alcohol and/or drugs by its employees should not impair their health and social life or have detrimental effects on an employee's attendance and work performance, or impact other employees.

MCM regards an individual's dependency on either alcohol or drugs as an illness and therefore the same provisions for treatment will be made as for other illnesses.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

and drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

The policy is intended to apply to all staff. We will assist any member of staff who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling. Staff who suspect or know that a colleague has an alcohol or drug problem may wish to encourage him/her to seek help.

### **Policy Statement**

- (a) Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from their Doctor. If MCM SE (Ltd) believes that an employee is dependent on alcohol or drugs it may require that employee to attend an interview with the Managing Director who will assess his/her suitability to fulfil their work responsibilities.
- (b) If it is shown that the working environment is contributing to a dependency problem, then MCM (SE) Ltd will take all reasonable actions to ameliorate such problems.
- (c) It is hoped that any member of staff who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.

(d) We will regard anyone seeking help as having a health problem and will cooperate to enable appropriate help/treatment to be obtained. We will treat reasonable absences for advice and treatment for dependence on alcohol or drugs as sick leave, provided the person concerned regularly informs MCM (SE) Ltd of their progress and genuinely attempts to overcome the dependency problem. Their need for confidentiality will be respected at all times.

(e) If, because of an alcohol or drug dependency, a person's performance at work/behaviour is suffering and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment.

Should help be refused or treatment unreasonably discontinued or, after a reasonable interval there is no improvement in behaviour and/or work performance remains poor, disciplinary procedures will be resumed or initiated. Such procedures may result in the termination of an individual's appointment.

(f) An individual has the right to be accompanied/represented by a representative or a colleague in discussions over alcohol or drug dependency.

(g) If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger himself/herself or others, action will be taken to prevent damage or injury.

In rare cases an employee who develops dependency on alcohol or drugs may become unsuited to his/her particular post. Special consideration will need to be given to the position of such employees and, wherever possible, a suitable alternative post sought.

(h) Agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a member of staff's general conditions of service.