



drug and alcohol policy

Drugs and alcohol policy

Here at Armada, we want to make sure that everyone stays as safe as possible at work. That's why we have this drugs and alcohol policy. This policy applies to everyone who works at Armada, and sub-contractors.

Coming into work

You mustn't come into work if you're under the influence of alcohol, drugs, including prescription medication, or Novel Psychoactive Substances (NPS) including those formerly known as legal highs to the extent that your judgment, behaviour or ability to carry out your job is affected.

If you need to drive for work reasons you must, of course, be within the relevant legal drink drive limit.

If you've been prescribed medication that you think might affect your ability to do your job safely and efficiently or have a medical condition that may replicate the signs of drug or alcohol intoxication talk to a Director of Armada about this as soon as you can, and before you start work.

During work

You mustn't consume alcohol or illegal drugs or abuse any substances (including NPS's and solvents) while you're working (including if you are working at home or remotely) on Armada's premises or directly outside.

Illegal drugs

You mustn't be in possession of, sell, or purchase illegal drugs or other substances (including NPS's and solvents) whilst you're working, within Armada's premises or directly outside. This includes online activity.

If you're found in possession of illegal drugs whilst at work, or a work-related event or activity, we may report this to the police.

Drug or alcohol abuse/dependency

If you think you've got a problem with drug and/or alcohol misuse or dependency, we want you to talk to us before it becomes an issue at work, and before you're tested. You should talk to a Director of Armada.

A Director of Armada might talk to you if they notice any signs that suggest you could have a problem.

If you talk to a Director, they'll offer support and treat the matter as confidential, unless they're concerned that there's a risk to you or someone else. They'll offer appropriate support, such as encouraging you to see your GP, referring you to occupational health, or for alcohol/drug misuse, focused counselling.

If you test positive for drugs and/or alcohol but tell us you've got a medical problem, we'll support you. This might mean that we pause any disciplinary proceedings. This'll depend on what's happened, what information there is about your medical problem and how willing you are to get treatment.

If you tell us you've got a problem, but refuse to have treatment or you stop your treatment before it's completed, then we'll continue with the normal disciplinary process.

When we'll test for drugs and alcohol

We might test you for drugs and alcohol in any of the following circumstances:

- *Pre-employment*

We might ask you to take a drugs and/or alcohol test before you start working with us, whether as a permanent colleague, a contractor or an agency worker. This'll depend on the type of role that you're applying for. If you test positive for drugs and/or alcohol we'll talk to you about this but it'll normally mean that we won't employ you.

- *After an incident*
We'll test you for drugs and/or alcohol if you're directly involved in any accident or incident at work which has resulted in death or major injury to a colleague, contractor or member of the public, where you were responsible for the incident.
- *Reasonable suspicion*
We'll test you if we have reason to think you're under the influence of drugs and/or alcohol at work to the extent that your judgment, behaviour or ability to carry out your job safely is affected.
- *Random*
We might call you for a random drug and/or alcohol test. These tests may take place at any time and location and we won't tell you about this in advance. Colleagues will be chosen at random.
- *Follow up*
If you've told us you've got a problem with drug and/or alcohol misuse or dependency and you're getting medical help, we might test you on an ongoing basis to make sure that you're safe to do your normal job.

Prescribed medications

You should inform a Director as soon as possible if you're taking any prescribed medications which might affect your ability to carry out your role safely.

If you've told your manager and then you test positive for drugs we'll still normally suspend you while we wait for the results of the analysis. If the result of the analysis just shows the medication you've told us about, then following a risk assessment, you'll normally be able to return to work. If the result is positive for anything other than the medication you've told us about, then we'll normally progress to the disciplinary process.

Sub-contractors

If you're working as a sub-contractor and you test positive for alcohol or drugs we'll talk to you about the result and you'll be given the option to submit a follow-up urine test for analysis.

After this we'll ask you leave our premises. You won't be allowed to work for Armada again in the future.

Concerns about colleagues

If you think that a colleague is coming to work under the influence of illegal drugs or alcohol, or if you think they might have a drug and/or alcohol misuse or dependency problem, you must inform a Director of Armada as soon as possible. Any information you tell them will be treated as confidential.

We want you to tell us about any concerns you have. But if we find that you've made false allegations just to get someone else into trouble we'll deal with this through the disciplinary process. This could mean that disciplinary action is taken against you, including dismissal.

Testing

You must agree to be tested when we ask you. You must not tamper with any sample or kit used for testing. If you breach this policy we'll deal with it through a disciplinary process which could mean that disciplinary action is taken against you, including summary dismissal.

Testing may be undertaken by a third party testing provider, or the tests may be administered by a Director of Armada.

If we ask you to take a drugs and/or alcohol test, this'll happen somewhere private.

Before they start, the person carrying out the test will tell you why you're being tested, how it will be done and what might happen if the test result is positive for alcohol or non-negative for drugs. You'll be asked to complete a form to give your consent to the test.

If you like, you can be accompanied by a work colleague. If your chosen person is not available quickly then we'll carry on with the test.

If you test positive for alcohol or non-negative for drugs we will call the police.

Alcohol test

If we test you for alcohol you must be below the legal drink drive limit, which is 0.5‰ Blood Alcohol Concentration (BAC) in Scotland and 0.8‰ BAC in England, Wales and Northern Ireland. If you test at or above this level, we'll consider this as gross misconduct.

We also have an advisory level for alcohol, which is 0.2% BAC in Scotland and 0.5% in England, Wales and Northern Ireland. If you test at or above this level, we'll consider this as misconduct.

Just so it's clear, the level that we'll use will be the one that applies to the location where you are tested. We'll also consider any recent journeys you've made while at work.

Alcohol tests will be done by an electronic breath test. If the result is zero, then that'll be the end of the test.

If the result is above zero, we'll ask you to wait for 20mins and then give another sample of breath. The result of this second test will be taken as final. If you don't wait to do the second test, then we'll deal with this through the disciplinary process.

If the result of the second test is positive, then we'll normally suspend you from work on the grounds of safety. You'll be invited to a disciplinary meeting.

Drugs test

If we test you for drugs it will be for those listed in the Misuse of Drugs Act 1971, which might include other substances that could pose a risk to safety, such as Novel Psychoactive Substances. A positive result will mean that you are above the levels in the UK Workplace Drug Testing Guidelines. If you test positive, we'll consider this as gross misconduct.

Drug tests will initially be done by either a saliva/skin test or a urine test. You'll be told before the test starts which method will be used.

If the first test is being done by a saliva/skin test, we'll use a portable testing kit. For the skin test you'll need to wipe this over your forehead at the hairline, over the back of your neck at the hairline and behind both of your ears. For saliva test you'll need to wipe this over your tongue.

If the result is negative, then that'll be the end of the test and the whole testing kit will be securely thrown away, or you can choose to keep it. If the result is non-negative then you'll be asked to give a urine sample which will be sent to the laboratory for analysis.

If the first test is a urine test, this will be done on-site using a portable testing kit. If the result is negative, then that'll be the end of the test and the whole sample will be securely thrown away. If the result is non-negative then the rest of the sample will be sent to the laboratory for analysis.

While we wait for the results of the analysis, we'll normally suspend you from work on the grounds of safety. Depending on the results of the analysis, we may then invite you to a meeting under the disciplinary process.

If you need further support

If you have any questions about this policy, or if you need support, speak to a Director.

Signed:



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