

VIAMED Ltd

Company Personnel Manual

Section 8. Alcohol and Drugs

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

The effects of alcohol and drugs can be numerous:-
(These are examples only and not an exhaustive list).

- a. absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.);
- b higher accident levels (e.g. at work, elsewhere, driving to and from work); and
- c. work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes, etc.).

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

Alcohol

The consumption of alcohol on company premises is only allowed during social events and company meetings outside of normal working hours.

The company will take a harsh view of drinking or being drunk at work, particularly where tools and machinery are involved, and will generally classify such action as gross misconduct and therefore sufficient to justify summary dismissal on the grounds of Health & Safety at Work. Any disciplinary interviews will be held when the employee is sober and is able to give an explanation of their actions.

Drugs

Employees should be aware that misuse of drugs whilst at work, will result in dismissal. Misuse of drugs whilst not at work may be dealt with through disciplinary procedures, taking into account a number of factors including:

Health & Safety at Work being compromised.

Adverse effect on the company's reputation and business.

The illegality of the employee's actions.

Mitigating factors e.g. such as whether the employee is a diabetic or on painkilling drugs that might induce certain side-effects will be taken into consideration.