

Serv Contracts Limited

**Unit 49
The Elms Industrial Estate
Cranfield Park Road
SS12 9EP**

Tel: 01268 976655

Drugs & Alcohol Policy 2025

Introduction:

The purpose of this Drugs and Alcohol Policy is to ensure a safe, healthy, and productive work environment for all employees. This policy outlines the expectations, responsibilities, and consequences associated with the use of drugs and alcohol whilst working for and on behalf of Serv Contracts Limited.

Scope:

This policy applies to all Directors, managers, supervisors, employees, contractors, volunteers, interns, and anyone conducting business on behalf of Serv Contracts Limited, both on company premises, client premises and offsite, where work is being carried out. It also applies to any company-sponsored events.

Definitions:

- **Drugs:** Includes, but is not limited to, illegal drugs, controlled substances, misuse of prescription drugs, and over-the-counter medications that impair job performance or safety.
- **Alcohol:** Any beverage containing alcohol, including beer, wine, and spirits.
- **Company Premises:** All areas under the control of the company, including parking lots, buildings, vehicles, and offsite locations where company business is conducted.

Prohibited Conduct:

Employees are strictly prohibited from:

- Reporting to work under the influence of illegal drugs, alcohol, or misuse of prescription drugs.
- Possessing, distributing, selling, or using illegal drugs or alcohol on company premises or during work hours.
- Misusing prescription or over-the-counter drugs in a manner that affects work performance or safety.
- Operating company equipment or vehicles while under the influence of drugs or alcohol.

Prescription and Over-the-Counter Medication:

Employees who are taking prescription or over-the-counter medication that may impair their ability to safely and effectively perform their job duties must:

- Inform their supervisor if they believe their job performance or safety could be affected.
- Provide a doctor's note if necessary, stating that the medication will not affect their ability to perform their job safely.

Drug and Alcohol Testing:

The company may require drug and/or alcohol testing in the following circumstances:

- **Pre-employment:** As part of the hiring process for certain positions.
- **Reasonable Suspicion:** If there is reasonable suspicion of impairment whilst at work.
- **Post-Accident:** Following an accident or safety incident in which impairment is suspected.
- **Random Testing:** In specific roles where safety is a high priority, random testing may be conducted in accordance with applicable laws.

Consequences of Policy Violations:

Violation of this policy may result in disciplinary action up to and including termination of employment.

Specific consequences include, but are not limited to:

- **First Offense:** Written warning or suspension without pay, depending on the severity.
- **Second Offense:** Mandatory participation in a drug/alcohol rehabilitation program or termination.
- **Third Offense:** Immediate termination.

Rehabilitation and Support:

The company recognises that drug and alcohol abuse is a treatable condition. Employees who voluntarily seek assistance for substance abuse issues will not be disciplined if they come forward before any violation of this policy occurs.

The company may offer the following support:

- Time off for rehabilitation or medical treatment, in line with the company's leave policies.

Confidentiality:

Any information regarding drug and alcohol testing or treatment will be kept confidential and will only be shared with those who have a legitimate need to know, in compliance with legal requirements.

Legal Compliance:

The company will comply with all applicable local laws regarding drugs and alcohol in the workplace. Employees are required to adhere to all such laws as well.

Responsibilities:

- **Employees:** Are responsible for understanding and complying with this policy and seeking help if they need assistance with substance or alcohol abuse issues.
- **Managers and Supervisors:** Are responsible for enforcing this policy, ensuring that employees are aware of it, and addressing concerns of impairment in a timely and appropriate manner.

Authorisation:

This Drugs and alcohol policy has been authorised by the co-Directors of Serv Contracts Limited

Signed

Mr. Jamie Reynolds
Co-Director

Signed

Mr. Nick Wettner
Co-Director

Dated: August 2025

Policy Review

This policy will be reviewed on an annual basis to ensure it remains relevant and in compliance with applicable laws.

or:

- If there is reason to suspect that it is no longer valid; or
- If there has been a significant change in the matters to which it relates.