



Drugs & Alcohol Policy

There is [up-to-date information on laws](#), such as the Misuse of Drugs Act 1971 and The Road Traffic Act 1988, which apply to drug and alcohol misuse. Express Solutions Group will adhere to all legislation .

Alcohol

Alcohol misuse has a detrimental effect on health, influences work performance and staff relationships and can result in reduced efficiency and increased sickness absence. The Company has a duty towards and is concerned about the health and welfare of all employees, others who may be employed by the Company and those who may be affected by the Company's operations. Each employee also has a duty to cooperate fully with their employer, so that they do not put their own, their colleagues or others' health and safety at risk.

It is, therefore, the policy of the Company to promote a responsible attitude towards the consumption of alcohol amongst employees to treat alcoholism as a health problem and arrange for employees to seek professional assistance. The Company will -

1. Deal with any absence due to alcoholism as sickness absence, on condition that the person obtains professional treatment and maintains regular contact with the appropriate HS&E Manager/HR.
2. Treat all discussions involving employees or other concerned persons experiencing an alcohol problem in strict confidence.
3. If inadequate work performance or unacceptable behaviour, including poor staff or Client relationships, occur or persist deal with the matter under the Company's Disciplinary Procedure.
4. Give careful consideration to those who have acknowledged the existence of an alcohol problem and/or have agreed to obtain medical help for the condition. However, any incident that amounts to gross misconduct would be considered a dismissible offense.
5. If an employee fails to complete the prescribed course of treatment or has a relapse following treatment, the matter may be dealt with under the Company's Disciplinary Procedure.



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Prescribed Drugs

Prescribed drugs can have a detrimental effect on health, influence work performance or cause additional risk of injury/accident to yourself or others whilst at work. As with alcohol, the Company has a duty towards and is concerned about the health and welfare of all employees, others who may be employed by the company and those who may be affected by the Company's operations. Each employee also has a duty to cooperate fully with their employer, so that they do not put their own, their colleagues or others' health and safety at risk. If you use machinery or equipment at work, it is imperative that you inform your GP of the type of work you undertake and seek assurance from your GP that the drug/s prescribed will not have any effect on your ability to safely use such machinery/equipment. If there is thought to be a risk, or if you suffer any side effects, which may affect your ability to safely perform your duties, you must inform your Team Leader immediately and, if appropriate, alternative work will be sought.

Prescription medicines

It's illegal in England, Scotland and Wales to drive with legal drugs in your body if it impairs your driving.

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you have not been prescribed them.

Talk to your doctor about whether you should drive if you've been prescribed any of the following drugs:

amphetamine, for example dexamphetamine or selegiline
clonazepam
diazepam
flunitrazepam
lorazepam
methadone
morphine or opiate and opioid-based drugs, for example codeine, tramadol or fentanyl
oxazepam
temazepam

You can drive after taking these drugs if:

you've been prescribed them and followed advice on how to take them by a healthcare professional they are not causing you to be unfit to drive even if you're above the specified limits.



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Drug/Substance Abuse

Penalties for drug driving

If you're convicted of drug driving you may get:

- a minimum 1 year driving ban
- an unlimited fine
- up to 6 months in prison
- a criminal record

Your driving licence will also show you've been convicted for drug driving. This will last for 11 years. The maximum penalty for causing death by careless driving under the influence of drugs is life imprisonment.

The use/misuse of drugs or other substance abuse will not be tolerated under any circumstances. All discussions involving employees or other concerned persons experiencing a substance abuse problem will be treated in the strictest confidence, subject to the provisions of the law.

Careful consideration will be given to those who have acknowledged the existence of a drug problem and have agreed to obtain medical help for the condition. However, any incident that amounts to gross misconduct would be considered a dismissible offense. Also, if an employee fails to complete an agreed-prescribed course of treatment or has a relapse following treatment, the matter will be dealt with under the Company's Disciplinary Procedure.

If inadequate work performance or unacceptable behaviour, including poor staff or Client relationships, occurs or persists the matter will again be dealt with under the Company's Disciplinary Procedure. Where employees in safety-critical jobs seek help for alcohol or drug misuse, it may be necessary to transfer them to other work, at least temporarily.

All staff employed will be subject to random unannounced Drug and Alcohol screening carried out by Express Solutions Group Ltd in accordance with Company Standards.

Any staff suspected of being unfit for work through the effects of drugs or alcohol will be required to stop work immediately and undergo For Cause testing. Also, if staff are involved in a safety-related incident, they will be subject to For Cause testing.

Staff will not be allowed to undertake any further safety critical works until the results of the For Cause testing are known.

All staff must consent to testing if requested. Refusal to undergo screening will be treated as a positive result.

Express Solutions Group will follow a system of Focusing on prevention.



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As Employers need to regularly assess workloads, stress levels and the working conditions of their staff. In addition, employers should consider drug and alcohol misuse when designing their wellbeing programme and offerings.

Train line managers so they feel capable and confident to manage and support employees. Providing on-demand resources with a key point of contact in HR can be helpful, to ensure both the employee and the line manager feel supported.

Create an environment where people know about the support available and feel able to ask for it.

Avoid fuelling a drinking culture. Consider the implications for wellbeing and inclusion when planning work events. Plans should strike the appropriate balance between rewarding employees for good work and improving morale, with a genuine commitment to employee wellbeing.

Support employee rehabilitation. Providing time off for someone to get treatment or support relating to alcohol or substance misuse is important. The organisation can hopefully hold on to talented and valuable people, and the individual still has a job after seeking treatment or professional support.

Signed

John Wilson MD

04th September 2024



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