



Construction  
& Property  
Consultants

**SUMMERS-INMAN**  
**DRUG AND ALCOHOL POLICY**



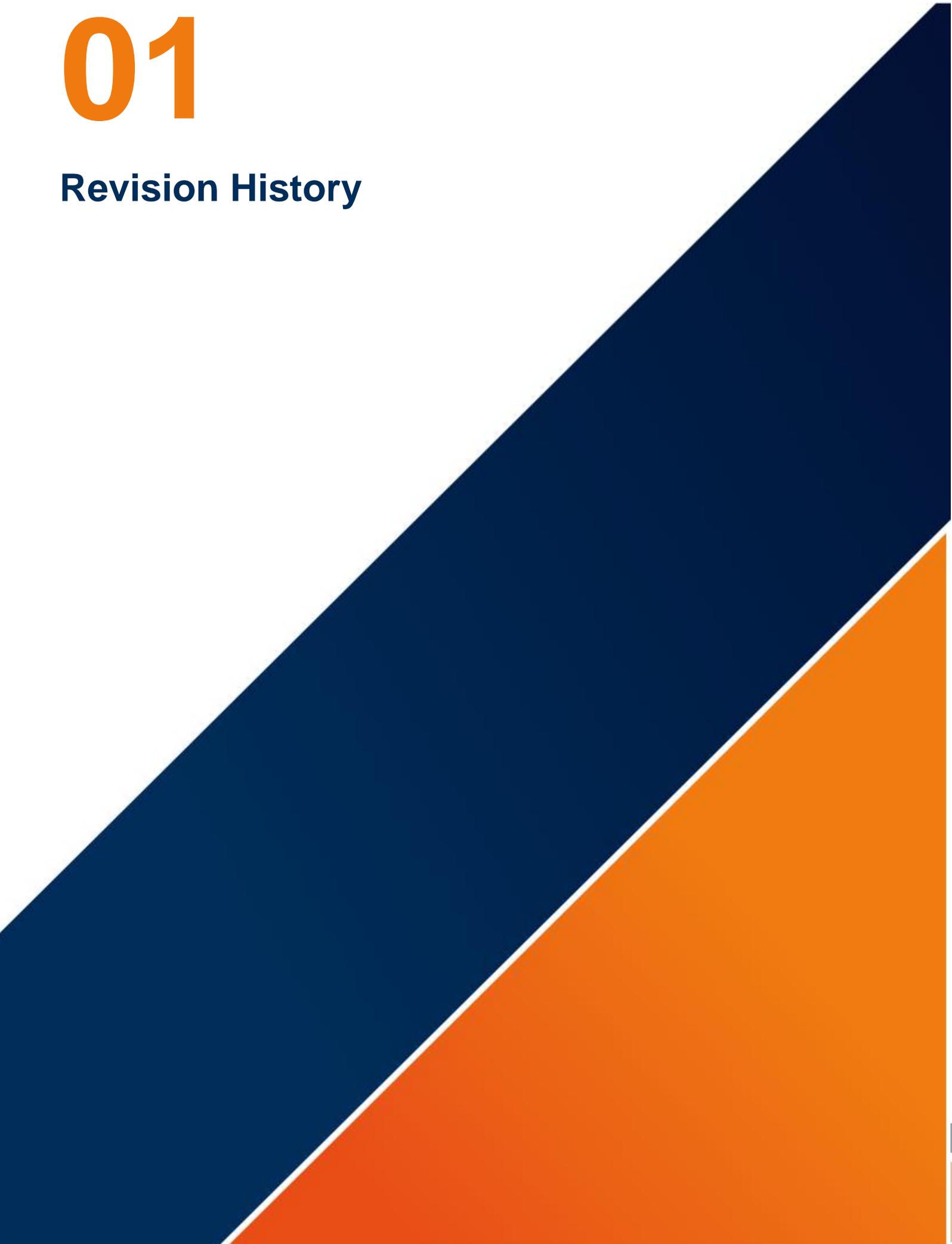
## Table of Contents

1. Revision History .....	4
2. Drug and Alcohol Policy Statement .....	6
Generally .....	6
Purpose .....	6
Aims .....	6
3. Introduction .....	8
4. Scope and Definitions .....	10
Scope .....	10
Definitions .....	10
5. Policy on Drugs and Alcohol .....	12
Rules .....	12
Testing for Drugs and Alcohol .....	13
6. Management Responsibilities .....	15
Senior Management .....	15
Associates/Managing Surveyors/Mentors .....	15
7. Procedures .....	17
Education and Training .....	17
Disciplinary .....	17



# 01

## Revision History



## 1. Revision History

Prepared By	Authorised By
Name: David Cronje Email: <a href="mailto:david.cronje@summers-inman.co.uk">david.cronje@summers-inman.co.uk</a>	Name: Ian Griffiths Email: <a href="mailto:ian.griffiths@summers-inman.co.uk">ian.griffiths@summers-inman.co.uk</a>

Disclaimer
This document and the information contained therein are for the exclusive use of Summers-Inman. Summers-Inman accept no responsibility for any consequences arising from unauthorised use by any other person(s).
Copyright
The copyright of this document is vested in Summers-Inman and may not be reproduced in part or in whole without their express written permission.

Revision	Date	Originator	Description
-	4 <sup>th</sup> Nov 2015	David Cronje	Updated to capture new document format.
A	4 <sup>th</sup> January 2017	David Cronje	Reviewed by Group Managing Director
B	4 <sup>th</sup> January 2018	David Cronje	Updated for logos and office addresses
C	4 <sup>th</sup> January 2019	David Cronje	Reviewed by Group Managing Director
D	4 <sup>th</sup> January 2020	David Cronje	Updated to capture new document format.
E	1st May 2020	David Cronje	Updated Group Managing Director

# 02

## Drug and Alcohol Policy Statement

## Drug and Alcohol Policy Statement

---

### Generally

Summers-Inman aims as a business to act as a good employer and to conduct its business activities in a way, which will achieve the highest possible standard of health and safety for its employees, visitors and members of the public.

### Purpose

To ensure employees and others do not report for work under the influence of drugs or alcohol, nor to consume these substances while on duty. Individuals also have a responsibility to ensure they are fit to work.

To assist with rehabilitation of employees who voluntarily seek help for drug or alcohol problems. Detailed information is available from the Human Resources (HR) department in Newcastle.

### Aims

The Group Drugs and Alcohol Policy aims to contribute to a safe, healthy and productive work environment by:

- Preventing drugs and alcohol problems through awareness raising;
- Identifying problems at the earliest stage;
- Offering support to those who have a problem.

The policy has been developed in conjunction with our employees, their representatives and management and applies equally to all staff including all levels of management.

The Managing Director accepts overall responsibility for all matters, including those regarding health, safety and welfare.

Signed



Dated

1<sup>st</sup> May 2020

---

Ian Griffiths, Group Managing Director

Next review date: January 2021\*

*\*Unless legislative or industry guidance changes dictate otherwise.*

# 03

## Introduction



### 3. Introduction

---

Employees can be at risk from misuse of drugs and alcohol, both cause effects to individuals which can manifest themselves in the workplace leading to increased risk of accidents, sickness absence, disciplinary problems and reduced efficiency.

Drug misuse can be a serious problem not only for the person who misuses drugs but also for the business where they work and their co-workers. The possession of some drugs is **illegal**, exposing the person who misuses these drugs to the risk of **criminal charges** as well as causing harmful effects to their health.

Alcohol is a common part of life for many people and most of the time drinking alcohol in moderation doesn't cause any problems, however, drinking too much or at the wrong time can be harmful. Excessive drinking can affect some people during their lives.

Alcohol will sometimes be permitted on company premises **for organised events and special occasions sanctioned by Senior Management.**

The government has produced guidance on sensible drinking and lists the following examples of specific situations when the advice is not to drink at all:

- Before or whilst driving
- Before using machinery, electrical equipment or ladders
- Before working or in the workplace

**The Company has considered these matters and as a result of health, safety and commercial considerations feels it necessary to have a Drugs and Alcohol Policy.**

# 04

## Scope and Definitions

## 4. Scope and Definitions

---

### Scope

This policy applies to all employees of the Practice, all Contractors, and any other persons working at or visiting the Practice's premises regardless of their job function. This policy is also applicable to all Offices including temporary site offices and company vehicles.

### Definitions

**Substances** – Includes, but isn't limited to, drugs and alcohol e.g. solvents.

**Drugs** – any that affect mood, thought processes and/or perception, available both legally and illegally. All drugs covered by the Misuse of Drugs Act 1971 and the Medicines Act 1968.

There are no acceptable levels of drugs in the workplace other than those prescribed by a doctor or obtained from a pharmacist. These and any other over the counter medication that could have an adverse effect on work performance should be notified to your supervisor/manager/HR department.

Managers/Supervisors who receive information from Summers-Inman employees that they are taking prescribed or over the counter medication **which may affect their ability to work safely are to notify their HR Department.**

The HR Department should seek advice and guidance as appropriate from the Occupational Health Manager.

In the case of Contractor's personnel, take similar action to the above in consultation with the individual's employer.

**Alcohol** – includes, but isn't limited to, spirits, liquor, beer, wine, or any other beverage containing alcohol.

The legal limit above which you must not drive in the UK is 35 microgram's of alcohol per 100ml of breath or 80 milligram's of alcohol per 100ml of blood.

For the purpose of this policy an unfit state through consumption of alcohol is proven or "positive" when test results of more than the levels stated above are recorded unless there are any other site specific or client requirements.

**DO NOT ENTER THE WORKPLACE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL**

# 05

## Policy on Drugs and Alcohol

## 5. Policy on Drugs and Alcohol

---

### Rules

Summers-Inman recognises that both the health of the individual and safety in the work place are paramount in achieving the goals of the business as a whole. This policy sets out the Summers-Inman's approach to Drugs and Alcohol, enabling compliance with the requirements of the Health & Safety at Work etc Act 1974, the Misuse of Drugs Act 1971, the Medicines Act 1968, the Transport and Works Act 1992 and where relevant the Railways (Safety Critical Work) Regulations 1994 and any future legislative requirements that involve the misuse of Drugs and/or Alcohol.

This policy requires of all Summers-Inman employees, contractors or any other persons working at or visiting Summers-Inman's premises regardless of their job function that they:

- **Must not come** to work in an unfit state due to the influence of drugs and alcohol.
- **Must not** bring illegal drugs or alcohol onto Company premises. Anybody found in possession could be liable to the Company disciplinary procedure. For clarity any alcohol such as normal shopping where there was no intention of using the substance on the premises is exempt from this rule.
- **Must not** cover up or collude with colleagues whose behaviour and performance is or could be affected by taking illicit or medical drugs or consumption of alcohol.
- **Must check** with their doctor, practice nurse or pharmacist about the side effects of prescribed or over the counter medication potentially adversely affecting their ability to do their job safely.
- **Inform** their supervisor/manager/HR department if taking medication (whether prescribed or bought over the counter) **that may affect their ability to carry out their job safely.**
- **Must not** discontinue an agreed course of treatment for a drug or alcohol related problem without good reason.
- **Must never** drive or operate machinery if affected by or believe they are affected by drugs, alcohol, prescribed or over the counter medication.
- **Must tell** their immediate supervisor/manager or HR/OH department if they believe they have or may have a drug or alcohol related problem.
- **Must** undergo testing for drugs and or alcohol when requested to do so by the Company's approved testing agency.

## Testing for Drugs and Alcohol

The Company reserves the right to:

- Carry out unannounced testing of the workforce to detect drugs and/or alcohol if there are grounds to suspect that an employee or contractor is unfit through drugs and/or alcohol
- Undertake unannounced random sampling testing of the workforce. Testing may also be undertaken following an accident or incident, or for pre -employment

### **Testing:**

This will be done by an independent specialist provider using proven scientific methods under a confidential process to ensure this policy is adhered to. Screening prior to employment may be carried out by Occupational Health or an appropriate external Occupational Health Service Provider.

### **Refusal:**

Refusal to undergo testing may be treated as a positive test result.

### **Results:**

Results of tests for drugs and/or alcohol are confidential and reported only to Line Managers and those tested. These processes are in place to allow those tested to appeal against the positive results of a test.

### **Positive Result:**

Arrangements will be made to remove the individual from the workplace (to ensure that they do not harm themselves or others), any Summers-Inman employee will be placed on garden leave with pay pending further investigation. Thereafter the remedy of this situation will follow the Company's Disciplinary Rules.

# 06

## Management Responsibilities



## 6. Management Responsibilities

---

### Senior Management

- Ensure this policy is implemented throughout Summers-Inman
- Notify all Summers-Inman employees and contractors about this policy and procedures.
- Monitor the effectiveness of this policy on an ongoing basis.

### Associates/Managing Surveyors/Mentors

- Must be familiar with this policy and procedures
- Must be aware of and monitor changes in work procedures, attendance, sickness and accident patterns and to take appropriate action (including disciplinary) in conjunction with HR department, where necessary
- Must ensure that Summers-Inman employees, contractors and other specialists or visitors are made aware of and comply with this policy.

# 07

## Procedures



## 7. Procedures

---

### **Education and Training**

All Summers-Inman employees and contractors should be briefed on the requirements of this policy during induction, and via other appropriate means.

HR Managers should ensure that senior managers/associates/managing surveyors/mentors receive adequate training and guidance on the requirements of this policy.

This policy will be regularly reviewed to ensure compliance with current legislation and best practice.

### **Disciplinary**

Where the policy is contravened, dismissal may result on the grounds of gross misconduct under the Company's Disciplinary Policy. Summers-Inman employees should refer to the staff handbook for further information.

**Birmingham**

The Colmore Building  
20 Colmore Circus  
Birmingham  
B4 6AT

**Tel:** 0121 262 4060

**Edinburgh**

Pavilion 1, The Quadrant  
14 New Mart Road  
Edinburgh  
EH14 1RL

**Tel:** 0131 455 9700

**Leeds**

4100 Park Approach  
Thorpe Park  
Leeds  
LS15 8GB

**Tel:** 0113 212 7500

**Leicester**

6 Thorpe Way  
Grove Park, Enderby  
Leicester  
LE19 1SU

**Tel:** 0116 254 2774

**London**

30 High Street  
Kingston upon Thames  
Surrey  
KT1 1HL

**Tel:** 0208 549 8863

**Manchester**

Peter House  
Oxford Street  
Manchester  
M1 5AN

**Tel:** 0161 913 2656

**Newcastle**

Bevan House  
Sir Bobby Robson Way  
Newcastle upon Tyne  
NE13 9BA

**Tel:** 0191 284 1121

**Email:** [info@summers-inman.co.uk](mailto:info@summers-inman.co.uk)

**[www.summers-inman.co.uk](http://www.summers-inman.co.uk)**

Summers-Inman is a Limited Liability Partnership