

W WRIGHT ELECTRICAL LTD
TRADING AS W WRIGHT ELECTRICAL AND MECHANICAL

DRUGS AND ALCOHOL POLICY STATEMENT

W Wright Electrical and Mechanical recognises that both the health of the individual and the safety of the work place are paramount in achieving the goals of the business as a whole. Employees can be at risk from misuse of alcohol and drugs, both cause effects on individuals which can manifest themselves in the workplace leading to increased risk of accidents, sickness absence and disciplinary problems and reduced efficiency.

Under this policy W Wright Electrical and Mechanical requires that:

- We are complaint with relevant current legislation relating to substance abuse i.e. The Health & Safety at Work Act 1974, the Misuse of Drugs Act 1971, the Transport and Works Act 1992 and where relevant the Railways (Safety Critical Work) Regulations 1994.
- W Wright Electrical and Mechanical employees, Consultants, contractors or sub-contractors must not try to report for work if they are unfit through alcohol or illegal drugs.
- When at work employees must not consume alcohol or illegal drugs or be in possession of these items nor be involved in the sale or distribution of alcohol or illegal drugs on any company premises.
- Measures to prevent any person attending work under the influence of alcohol or illegal drugs may include testing at pre-employment post incident or “for cause” and random unannounced testing.
- Anyone identifying themselves as having a problem will be supported positively and confidentially with guidance to overcome the alcohol and or / drugs problem. **Help must be requested prior to testing.**
- Anyone suspected of being under the influence through the use of alcohol and /or illegal drugs that tests positive will be in breach of this policy. They will also be subject to suspension from work, full investigation and potentially disciplinary action up to and including termination of employment.
- Those employees failing to consent for testing could face disciplinary action up to and including termination of employment.

This policy will be reviewed in light of all current legislation and any changes to that legislation.

Amendments will be communicated to all relevant stakeholders as appropriate.

October 2010