



Drug and Alcohol Policy

Policy Statement

Johnston Vulcanising and Services Ltd. is committed to ensuring a safe and productive work environment by preventing substance abuse. This policy sets out rules and testing procedures to prevent the use and abuse of drugs and alcohol in the workplace, in compliance with UK law, including the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

Scope

This policy applies to all employees, contractors, and visitors of Johnston Vulcanising and Services Ltd., including those involved in quarrying, vulcanising activities, construction projects, sites, and offices in the UK.

Responsibilities

- **Senior Management:** Ensure overall compliance with this policy, provide resources for its implementation, and support a substance-free workplace.
- **Managers and Supervisors:** Enforce this policy within their areas of responsibility, ensure employees are aware of and comply with the rules, and report any concerns related to substance abuse.
- **All Employees and Contractors:** Comply with this policy, refrain from substance abuse, report any related concerns, and participate in testing and training as required.

Procedures

1. **Prohibited Substances and Actions**
 - The use, possession, distribution, or sale of illegal drugs, controlled substances, or alcohol on company premises or during work hours is strictly prohibited.
 - Employees must not report to work under the influence of drugs or alcohol.
2. **Prescription Medications**
 - Employees using prescription medications that may impair their ability to perform their job must inform their supervisor.
 - A risk assessment will be conducted to determine if it is safe for the employee to continue working while using the medication.
3. **Testing Procedures**
 - **Pre-Employment Testing:** All potential employees will undergo drug and alcohol testing as part of the pre-employment screening process.
 - **Random Testing:** Employees may be selected for random drug and alcohol testing.
 - **For-Cause Testing:** Employees may be tested if there is reasonable suspicion of substance abuse based on observed behavior or other evidence.
 - **Post-Incident Testing:** Employees involved in workplace accidents or incidents may be tested to determine if substance abuse was a contributing factor.



4. **Testing Process**

- Testing will be conducted by a certified third-party provider to ensure accuracy and confidentiality.
- Employees selected for testing will be notified and must comply immediately.
- Test results will be kept confidential and only shared with relevant personnel on a need-to-know basis.

5. **Positive Test Results**

- Employees who test positive for drugs or alcohol will be subject to disciplinary action, up to and including termination of employment.
- Employees may be offered support through a substance abuse program or counseling as part of a rehabilitation plan.

6. **Support and Rehabilitation**

- Employees seeking help for substance abuse issues are encouraged to inform their supervisor or HR confidentially.
- Support and rehabilitation programs will be made available to assist employees in overcoming substance abuse.

7. **Training and Awareness**

- Provide training on the dangers of substance abuse and the details of this policy to all employees.
- Raise awareness through regular communications and training sessions.

8. **Confidentiality**

- All information related to substance abuse, testing, and results will be treated as confidential.
- Access to such information will be restricted to authorized personnel only.

9. **Monitoring and Review**

- Regularly monitor the effectiveness of this policy and procedures.
- Review and update the policy as necessary to reflect changes in legislation, industry standards, or company practices.

Commitment

Johnston Vulcanising and Services Ltd. is dedicated to maintaining a safe and productive work environment. We expect all employees, contractors, and visitors to adhere to this policy and contribute to a substance-free workplace.

Contact

For any questions or concerns about this policy, please contact Aaron Johnston by email at Aaron@jvsuk.co.uk or call 07495 376466.

Signed on behalf of Johnston Vulcanising and Services Ltd.

Name: A Johnston

position in the company: C.E.O

Signature:

Date: 24th March 2024

A handwritten signature in black ink, appearing to be 'A Johnston', written over a white background.