



**DRUG & ALCOHOL POLICY (Sub-Contractors & Suppliers)**  
**Latest update: March 2019**

**1. Introduction**

- 1.1 Bellway PLC and its group companies ('Bellway Group') are committed to make all reasonable efforts to provide a safe and productive working environment for all of its employees, contractors, customers and visitors.

While the implementation and upholding of this policy is the duty of the Bellway Group's Board, Directors and Managers; all employees including sub-contractors/agency workers have a responsibility to ensure that the requirements of the policy are upheld.

**2. Purpose & Scope**

- 2.1 Being under the influence of drugs or alcohol can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. This policy outlines our approach regarding drug and alcohol misuse and aims to ensure that employees and contractors understand the health and safety risks associated with the misuse of drugs and alcohol as well as the consequences of misusing drugs and/or alcohol in the workplace. This policy also draws attention to the help and advice available to support individuals who have reported a problem with drug dependence and/or alcohol.

All employees and contractors must be made aware of this policy and become familiar with its content.

**3. Policy**

- 3.1 The use of drugs, alcohol and other substances is forbidden in the workplace. All employees and contractors are expected to arrive at work to carry out their duties and to be able to perform them safely without limitations due to the use or after-effects of drugs and/or alcohol.

- 3.2 Consequently employees and contractors must not:

- Report for work when unfit for duty due to the influence of alcohol, drugs, prescribed medications or other substances.
- Abuse drugs, solvents, prescribed medications or consume alcohol while at work.
- Be in the possession of or under the influence of illegal or controlled drugs (including but not limited to heroin, cocaine, ecstasy, amphetamines, cannabis or marijuana) within the workplace.
- Drive on company business whilst under the influence of drugs, alcohol or other substances that may affect the ability to drive safely.



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- 3.3 If an employee or contractor is prescribed medication they must seek advice from their GP or pharmacist about the possible effect on their ability to carry out their job and whether their duties should be modified or they should be temporarily reassigned to a different role. If so they must tell their line manager.
- 3.4 At company functions and corporate/business events the moderate and responsible consumption of alcohol is permitted but employees and contractors are responsible for knowing their limits, exercising self-discipline and being accountable for their behaviour when representing the Bellway Group at all times.
- 3.5 All employees and contractors are encouraged to report any concerns they may have regarding their colleagues' misuse of substances. Under no circumstance should individuals cover up for colleagues who demonstrate signs of substance misuse or abuse, or any breach of this policy. Collusion represents a false sense of loyalty and in the longer term these actions could be to the detriment of a colleague, the individual and the Bellway Group and will be treated as misconduct in accordance with the Company Disciplinary Policy.

## **4. Implementation and Enforcement of the Policy**

### **4.1 Searches**

The Bellway Group reserves the right to conduct searches for alcohol or drugs on Bellway Group premises, and sites including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages or vehicles. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

### **4.2 Unannounced random drug and alcohol testing**

Bellway will carry out random drugs and alcohol testing on a sample of safety critical employees and contractors per annum.

Any individual subject to unannounced random testing will receive no more than 12 hours' notice of the appointment. There is no minimum timescale for advising the individual and therefore "on the spot" testing may be carried out. Any individual subject to a test must inform the collecting officer of any prescribed or non-prescribed medication that they are taking prior to any testing being carried out. Individuals will be allowed to continue working after the test and before the results are known unless there are reasonable grounds to suspect they are unfit for duty at the time of testing.

### **4.3 For cause testing**

An employee or contractor involved in an accident or altercation at work may be tested for alcohol, drugs or other substances if there is reason to believe that consumption or use of such substances may have contributed to the incident. In addition to this, where a Director or Manager reasonably believes that any employee or contractor is under



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the influence of drugs, alcohol or other substances while at work or have received information that this may be the case; the individual may be tested. This testing may be carried out by the Police or by a suitably trained Bellway employee at the absolute discretion of the Bellway Group.

### **4.4 Enforcement**

Any employee tested for drugs and alcohol and returning a positive result will be immediately suspended from duty pending investigation. The local manager must ensure that the individual is sent home in a taxi (at the individuals own cost) or is collected from the site. Any breach of this policy is likely to be treated as gross misconduct under the Company Disciplinary Policy and this may result in summary dismissal.

Any contractor tested for drugs and alcohol and returning a positive result will be asked to leave Bellway premises immediately and the matter should be referred to the appropriate recruitment agency or sub-contractor to manage accordingly.

Refusal by a person of a request to be tested for drugs and alcohol when required by this procedure will be considered the same as if that person had tested positive for drugs or alcohol.

### **5. Testing Limits**

- 5.1 When testing for alcohol, a positive result will be in accordance as the current limits set in legislation for driving. This is currently 80 milligrammes of alcohol in 100 millilitres of blood or 35 micrograms per 100 millilitres of breath or 107 milligrammes per 100 millilitres of urine in England and Wales. In Scotland the legal limit is 50 milligrammes of alcohol in 100 millilitres of blood or 22 micrograms of alcohol for every 100 millilitres of breath or 67 milligrams of alcohol for every 100 millilitres of urine. When testing for drugs a positive result is anything above zero, this includes illegal drugs and the presence of other substances for which there is no legitimate medical need for their use or the quantity of use.