



Drugs and Alcohol Policy

APEM acknowledges its duty under legislation to ensure, as far as is reasonably practical, the health, safety and welfare of its employees and others that come into contact with its activities. This policy is intended to address the respective duties and responsibilities of APEM and members of its staff in relation to drugs and alcohol.

Recreational Drugs

Employees are prohibited from using or being under the influence of drugs, other than those prescribed by a registered medical practitioner, whilst undertaking work for APEM. Any breach of this rule will be subject to disciplinary procedures. In addition anyone found in possession or dealing in drugs at work contrary to legislation in force at the time will be reported immediately to the Police and APEM will allow any necessary searches of belongings to take place.

Non-Recreational Drugs and Medicines

Where employees are prescribed drugs or medicines or purchase them over-the-counter from chemists etc. it is their responsibility to be aware of the possible side-effects, such as drowsiness or blackouts, which may compromise health and safety. Where such side-effects apply, employees must notify their Line Manager so that the risk can be understood and assessed in relation to the work performed by the employee.

Alcohol

Alcohol is prohibited during normal working hours, when driving Company vehicles, when driving on behalf of the Company or when performing operational tasks, including out-of-hours. The only time alcohol may be consumed, whilst representing the company, might be at social or hospitality events, business lunches, entertaining etc. APEM expects its employees to behave responsibly when consuming alcohol in such circumstances and to understand that they are acting as representatives of APEM. At all times, employees must obey the law as stated in the Road Traffic Act 1988, as amended. Any breach in Company rules will be subject to disciplinary procedures.

Risk Assessments, Medical Examinations, Help and Support

APEM is sympathetic to employees suffering health and medical issues. If an employee is suffering from a drug or alcohol related problem, they may approach their Line Manager, a Director, or the Human Resources Manager to report it. APEM will try to assist employees in overcoming specific medical issues and disciplinary procedures may not be applied in these circumstances. Employees will be made aware of potential sources of advice, guidance and support.

In addition to undertaking risk assessments, APEM reserves the right to insist that employees undergo drug/alcohol tests or physical examination, where it is suspected that there is an unreported problem that may affect health and safety. These tests or examinations will be funded by the Company.

While reported, medical conditions will be treated in the strictest confidence within the limits of what is practicable and within the law. APEM reserves the right to disclose issues to a registered medical practitioner/ the police or to a Director should it regard there to be a significant risk to APEM's reputation or ability to deliver work agreed with clients or where a criminal offence may have occurred.

Signed



Adrian Williams (Managing Director)

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Revision	Date	Approved by	Comments
4	16/07/2019	Adrian Williams	Next Review: July 2020
5	24/06/2020	Adrian Williams	Next Review: June 2021