



Drug and Alcohol Policy

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence. Portal Security Services Ltd. 's alcohol and drugs policy applies to all employees, workers and contractors.

Problems with attendance, misconduct and poor performance in relation to alcohol and drugs will be dealt with in relation to Portal Security Services Ltd disciplinary procedures.

Portal Security Services Ltd. 's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require.

No employee, worker or contractor shall report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse; be in possession of alcohol or illegal drugs in the workplace; supply others with illegal drugs in the workplace; supply others with alcohol in the workplace, except in the course of work duties. For example serving customers drinks at the bar; consume alcohol or illegal drugs or abuse any substance whilst at work.

*Whether an employee is fit for work is a matter for the reasonable opinion of management.

In addition, employees, workers or contractors must ensure they are aware of the side effects of any prescription drugs; advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Portal Security Services Ltd will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner or attend support groups.

Signed:

Declan Goldie - **Director**

Issue Date: 04/08/13

Last Review Date: 12/05/2022

This policy will be reviewed annually or, if significant changes occur, to ensure its continuing suitability, adequacy and effectiveness. The review will be carried out by the Quality Manager and the date of last review recorded.