



# Alcohol and Substance Abuse Policy Standard

## Issue Date:

1<sup>st</sup> July 2010

## Authority:

Directors, AES Group

## Applicability:

All AES employees when working on AES premises or elsewhere whilst undertaking any work for the Company. It also applies to temporary staff and external contract personnel undertaking work for the company.

## Executive Summary

This Policy Standard sets out the requirements necessary to ensure that misuse of alcohol, drugs and other substances does not affect the safe and efficient operation of company activities.

The Company will act to prevent and eliminate, in so far as is reasonably practicable, any such abuse.

Managers are to ensure that appropriate procedures are in place to minimise the risk of accidents and incidents resulting from misuse and provide education programmes. The Company does not condone the use of illegal drugs. In critical areas screening should be undertaken to detect use.

The company will assist those with a substance abuse problem.

## 1 - Introduction

This Policy Standard sets out the requirements necessary to ensure that misuse of alcohol, drugs and other substances does not affect the safe and efficient operation of company activities as part of the requirements of the AES Management System.

This Policy Standard applies to all AES employees when working on AES premises or elsewhere whilst undertaking any work for the Company. It also applies to temporary staff and external contract personnel undertaking work for the company.

### 1.1 Definitions

For the purpose of the Policy, the following definitions apply:

*Alcohol misuse* - the consumption of alcohol, either intermittent or continual, which interferes with a person's health and/or work capability or conduct.

*Drug* - refers to any psychoactive drug whether illegal, over-the-counter from pharmacies or other retail outlets, or legal substances such as solvents. In the case of prescribed drugs their possession and proper use is acknowledged as legitimate.

*Drug misuse* - use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed medication or solvents.

## 2 - Objective and Commitment

As a responsible employer, AES is committed to promoting the health and well-being of employees and protecting others from the consequences of alcohol, drugs and substance misuse by employees.

The Company will act to prevent and eliminate, in so far as is reasonably practicable, any such abuse which will increase the potential for work related ill health, accidents, absence, poor performance; or which will otherwise adversely affect Serco, its employees or its customers, public safety, national security; or for the prevention of disorder or crime.



## **3 - Principles**

AES will take all reasonable steps to ensure that all its employees, temporary staff and external contract personnel are made aware of the contents of this Policy Standard.

Whilst it is the Company's policy to assist those with substance abuse problems it does not constitute a waiver of management's responsibility to maintain discipline and a safe working environment or to respond to poor work performance, misconduct or unsatisfactory levels of absence. Support for AES employees with alcohol or drug problems, therefore, can run concurrently with the Company disciplinary procedures.

## **4 - Requirements**

### **4.1 Individual**

Individual employees are responsible for:

- Attending work free from the effects of alcohol or drugs that could impair their performance or would be in breach of statutory or regulatory requirements.
- Notifying their manager if they are taking prescribed drugs that could impair their performance at work.
- Not being in possession of drugs while at work or misuse drugs while on duty. However, AES recognises the controlled use and possession of medication prescribed by a GP for personal use, as an exception.

Failure or refusal by any employee to accept help, advice or treatment will constitute a breach of required standards of behaviour and as such will be regarded as a disciplinary matter.

### **4.2 Company**

All staff with managerial responsibilities for staff are required to:

- establish processes and procedures to minimise the risk of accidents and incidents occurring as a result of the misuse of alcohol or drugs by employees.
- provide where appropriate a programme of education and awareness on alcohol, drugs and substance misuse which covers every level of the organisation.
- ensure that the law in relation to drugs is observed by employees during working hours. The illegal use of drugs is not condoned; however in most cases an employee with a drug misuse problem will be encouraged to seek help, advice and treatment.
- encourage employees who are experiencing alcohol or drug related problems to seek appropriate assistance at the earliest opportunity and to ensure the availability of appropriate professional advice.
- Implement measures, including a programme of screening, in AES contracts where operations involving safety critical services and/or processes are undertaken. This includes procedures to:
  - A) detect the use of drugs by both existing and potential employees in a way that is consistent with the rights of employees
  - B) detect the use of alcohol and/or drugs by any person(s) involved in an accident/incident where there are grounds to suspect that the actions of the person(s) led to the accident/ incident
  - C) detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening)
  - E) monitor and measure the effectiveness of such procedures
- provide a confidential and voluntary counselling and support services for employees with an alcohol or drug dependency problem. Employees can attend counselling/rehabilitation during working hours. AES recognises the possibility of relapse. If this occurs, the same procedures of support will be offered to the employee (at management discretion depending on circumstances).
- Ensure that infringements of this Policy Standard are dealt with under established disciplinary procedures.



## **5 - Responsibility and Authority**

The Standard is issued under the authority of the Directors, AES Group. Responsibility for its implementation is set out below:

- Responsibility for the achievement of this Policy Standard rests with the AES Group Management Board.
- Directors are responsible for implementing the policy standard, monitoring its implementation in the everyday activities of their division and report to their board.
- Managers are responsible for implementing the policy standard, monitoring its implementation in the everyday activities of their operations and report to their contract Director.
- All staff are responsible for conforming to the requirements of this Policy Standard

## **6 - Evidence of Compliance**

To demonstrate compliance with this Policy Standard, the following documentation is to be available for audit:

- AES Group
  - a) Alcohol & Substance Abuse Policy Standard (This document)
  - b) Related policy statements and procedures
- Divisions/operating companies
  - a) Procedures
  - b) Staff familiarisation with procedure
- Business units/operating contracts
  - a) staff familiarisation with procedure

## **7 - Guidance and Standards**

The following documentation should be read in conjunction with this policy:

- Ethics Policy Standard

Further guidance material is available on the Human Resources and HSE Assurance areas of the Co.