



# Just Surveys Limited

## Drain Survey Specialists

Dexters 1, Linton Farm

Highnam, Gloucester

Gloucestershire, GL2 8DF

Telephone: 01452 730185

Email: [enquiries@just-surveys.co.uk](mailto:enquiries@just-surveys.co.uk)

Website: [just-surveys.com](http://just-surveys.com)

### Drugs, Psychoactive Substances (Legal Highs) and Alcohol Policy

This is our policy about the use and misuse of drugs, including psychoactive substances and alcohol while working or representing the Company. All employees are covered by our policy.

This policy does not form part of your contract of employment, and we reserve the right to amend this policy at any time.

This policy also applies to self-employed contractors, workers and agency workers.

We have a legal duty to protect the health and safety of our employees and customers. It is very important that all staff, workers, and contractors are able to carry out their duties safely and free from the influence of drugs or alcohol. The misuse of drugs or alcohol can also have a detrimental effect on the Company as it can lead to absence from work, and poor employee behaviour or performance. It can also reflect badly upon the Company as a whole.

#### **Misuse of drugs or alcohol**

Whilst you are working for Just Surveys Ltd, you are representing the company, and thus we expect that you are able to fulfil your duties safely and fully.

The Company has a duty to be a responsible employer and provide a healthy working environment. The Company's policy is therefore a zero limit on alcohol and prohibits all employees from consuming alcohol during their normal working day, including during any lunch and/or break periods.

This policy also prohibits employees from consuming alcohol whilst travelling on business, attending client meetings/visits, business conferences and seminars, including any other functions that the Company considers necessary to meet the needs of the business, during the course of your normal working day in order to ensure a professional service is provided to clients/customers/potential clients/customers and colleagues alike.

If your performance is impaired, or your behaviour or attendance is affected because of the misuse of drugs or alcohol, or our reputation is damaged as a result, then we may take action against you under the relevant Company Policy (Performance Improvement, Absence Management or Disciplinary) up to and including dismissal.

If you are aware of a co-worker who you know or suspect may have a drug or alcohol problem, then you should raise this in confidence with your Manager. We cannot help someone unless we are made aware of the problem. We also need to be able to protect the health and safety of all our staff and customers.

#### **Drugs**

When we talk about 'drugs' under this policy, we refer to illegal drugs, but also any psychoactive substances 'legal highs', or prescription or non-prescription drugs which may affect your ability to carry out your duties fully and safely.

You should not be in possession of illegal drugs at any time while working for or representing the Company.





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If you require medication for a genuine medical condition while working, you should only bring sufficient medication into work for your own use. It should be kept safely, in accordance with instructions and out of the view of other people. If you need fridge facilities to store medication, it should be stored in a named container, in accordance with any instructions.

Sometimes, prescribed medication might have side-effects which affect your performance. If this is the case, please raise it with your Manager, so that we can take medical advice where necessary and consider any appropriate reasonable adjustments.

It is your responsibility to seek advice from a doctor or pharmacist about the possible effects of your medication on your fitness to do your job. It is critically important that you do not drive or operate machinery if your performance or judgement might be impaired as a result of medication.

We want to protect the health and safety of you, your colleagues and our customers, so please work with us on this by telling us immediately of any impairment you may be suffering from as a result of any drug.

### Alcohol

We do not expect you to be under the influence of alcohol while you are working for us. This applies equally to a situation where you may have drunk alcohol before coming to work, or the day before, if you are still affected by it.

We do not expect your appearance to suggest you are under the influence of alcohol, while you are working for us. For example, an untidy appearance, bloodshot eyes or the smell of alcohol.

You should not be in possession of alcohol at work without the sanction of your Manager.

We understand that from time-to-time there may be work-related events at which you are sanctioned by your Manager to attend and drink alcohol. For example, a meal with clients or a staff party. We still expect you to behave professionally, with integrity and in accordance with the reasonable standards of the Company during these occasions. Please remember that you are still representing the Company at these times. We will take disciplinary action against you if you breach our rules or policies, for example in relation to Health and Safety, Bullying and Harassment or Equal Opportunities, or commit acts of misconduct during these events.

Any gifts of alcohol given to you by customers or suppliers should be treated in accordance with our Bribery policy.

### Screening / Preventative Measures

If we have reasonable cause to suspect you of being under the influence of drugs or alcohol, or if your role is critical to health and safety, then we may ask you to submit to random screening for drugs or alcohol. This may be conducted by an external provider in accordance with our legal obligations. If you refuse, we may take disciplinary action against you, in accordance with our Disciplinary Policy, up to and including dismissal.

You are also obligated to comply with screening requested by our clients onsite, if they suspect you of being under the influence of drugs or alcohol.

### Searches / Preventative Measures





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We may search our premises for drugs or alcohol at any time, including in your lockers and desks. If we have grounds to believe that there are illegal drugs in your personal possessions (for example your pockets or your bags), we expect you to cooperate with reasonable requests to search them. We will allow you to have a witness present should you ask for one.

We may retain or destroy any alcohol or drugs found in contravention of this policy and use it as evidence, along with any refusal to cooperate with a search, in any future disciplinary action.

You are also obligated to comply with searches requested by our clients, if they suspect you of being in possession of drugs or alcohol.

### Unannounced Testing Programmes

Just Surveys Limited operates an unannounced drug & alcohol testing programme for all employees. This may be completed at any time and all employees are expected to comply. The results of which are kept on file for the duration of any associated disciplinarys. In the event of an employee being dismissed due to the results of their test, the results will be held on file for 2 years from the date of the incident.

We will undertake tests for alcohol and broad-spectrum drug screening which detects a wide variety of drugs in urine or blood. The drugs tested for will be;

- Cannabis (THC)
- Cocaine
- Amphetamines
- Opiates
- Benzodiazepine
- Ecstasy
- PCP

Testing will be completed via either: Blood Testing, Urine Testing, Saliva Testing or Hair Testing.

If we suspect the use of other drugs, then this will be tested for on a case by case basis.

### Confidentiality

The results of any alcohol or drug testing will be treated in the strictest confidence, with only the essential members of staff being made aware. This will include as a minimum: the individual's direct manager, those handling the disciplinary procedure and directors.

Records will be kept on secure servers with restricted access.

### Support

The purpose of this policy is to ensure that our operatives and clients can work safely. As a result, if anyone tests positive the main aim will be to provide support, guidance and to ensure that we can uphold safety throughout the company.

As the company operates a zero-tolerance policy, disciplinary action will be taken, but the focus is to be on





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supporting the individual.

### Return to Duty / Policy Violations

In some circumstances, depending on a case-by-case assessment, we may permit individuals to return to duty following a positive drug or alcohol test.

- This will only be applicable if your job role does not have a direct responsibility for managing Health & Safety.
- This will only be applicable if your job role does not require the operation of any plant or machinery that impacts your own, or others, safety.

In this circumstance then random drug and alcohol testing will occur at the following intervals:

- Daily drug and alcohol testing will be conducted for a minimum of 1 month.
- Weekly drug and alcohol testing will be conducted for a minimum of 3 months.
- Monthly drug and alcohol testing will be conducted for a minimum of 12 months.

### Disputes

If you wish to dispute the results of a drug test, a confirmatory test may be requested. This request must be made in writing within 24 hours of the results being made available to you.

### Investigations

During investigations an employee may be put on suspended leave. Details of this can be found in the company handbook.

Just Surveys Limited will encourage the adoption of similar principles by its suppliers.

Signed

Reviewed 10/03/2025

