

## **Drugs & Alcohol Policy**

### **Statement of Intention:**

The P&N Security Group are committed to providing a safe and working environment that has the appropriate safeguards (policies & procedures) in place.

The P&N Security Group will take action where reasonably practicable to prevent any substance abuse which increases the potential for accidents, absenteeism, ill health, sub-standard performance or which would affect the performance of any employees at any level or any other persons.

This policy applies to all employees, operatives, directors and members of the management and executive teams. This policy also applies to worker, sub-contractors and relevant third parties (other persons), whilst the P&N Security Group has a duty for their protection.

### **Objectives:**

- To ensure that individuals do not possess or supply any drugs, abusive substances or alcohol whilst at work.
- To ensure Health and Safety of all individuals is not compromised by the actions of others who appear to be, or are under the influence of drugs, abusive substances or alcohol.
- To encourage a safe and healthy working environment for all employees, operatives, directors and members of the management and executive teams.
- To ensure that all persons currently being prescribed or taking medication inform their line manager immediately.
- The P&N Security Group will ensure that anyone suspected of, or found to be under the influence of any abusive substance, drugs or alcohol is treated in a fair and consistent manner by all P&N Security Group personnel they speak/come into contact with.
- To ensure all persons undergo testing for drugs and abusive substances when required to do so.
- By working with our clients and the wider community in which we work to impose and update stricter regulations to this policy.

In the context of the above policy, the following definitions apply:

Substance: can be identified as alcohol, illicit & illegal drugs, prescription drugs, drugs brought over the counter, solvents and any other substance that can affect the perception/actions of individuals.

### **Procedures:**

Abuse: the use of illicit & illegal drugs and deliberate misuse of prescribed drugs, medication brought over the counter, or other solvents and substances such as alcohol.

The P&N Security Group will provide the appropriate guidance and information relating to substance abuse and the safe consumption of alcohol.

The P&N Security Group recognises that substance abuse can be and become a serious medical condition. The group will provide all employees with the appropriate information, guidance and reasonable assistance to obtain the necessary treatment if the group are voluntarily advised by the employee.

No employees of the P&N Security Group (and other persons defined above) will under any circumstances whilst working, abuse the substances defined above, be above the specified alcohol limits, supply others with, or be in possession of any substance other than prescription drugs (including over the counter medication) whilst engaged on any P&N Security Group business.

Any employees of the P&N Security Group must notify their line manager immediately if they have been prescribed or are taking any drugs, (either prescription or over the counter medication) for approval.

Any employee found to be in possession of any substance (including prescription drugs and over the counter medication if approval has not been sought) or alcohol will be immediately suspended from active duties pending a full investigation by their line manager and senior management.

The P&N Security Group reserve the right to require all employees (and other persons defined above) to undertake alcohol and drugs screening tests and searches laid down in the group's procedures. Failure to undertake the screening tests will result in the employee being immediately suspended pending investigation.

This policy will be made available to all employees, in inductions, meetings and handbooks, and on the company website. This policy will be regularly reviewed for effectiveness by the directors and Executive team.

Written and Agreed by the Managing Director and Executive Team.  
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