

Securispeed N.I. Ltd has adopted this positive policy which is designed to encourage early identification of alcohol/drug related problems and to provide the company with a constructive and preventative strategy regarding alcohol/drug problems amongst its employees.

Alcohol/drug problems can affect an individual's health and well being and cause a wide range of social problems. This policy is concerned primarily with the effects of alcohol/drugs problems on job performance and career prospects of Securispeed employees.

The Alcohol & Drug Policy has four main objectives:

- to retain employees;
- to encourage employees with alcohol/drug problems to seek help;
- to refer employees for help;
- to restore health and productivity.

The policy is also intended to:

- reduce and help prevent the incidence of alcohol/drug related work impairment;
- reduce the personal suffering of employees with drink/drug related problems and also the consequential effects on colleagues.

Securispeed N.I. Ltd Policy

The company recognises that alcohol/drug related problems are primarily health and social concerns and therefore employees with such problems require help and treatment.

Alcohol/drug problems in the context of this policy are defined as drinking, either intermittent or continual, and/or taking of any drugs not prescribed by a medical practitioner, which interferes with an employee's work performance in the areas of safety, efficiency, productivity and attendance at work.

When it becomes evident that an employee has a drink/drug problem affecting conduct at work or work performance, that employee will be asked to discuss the matter with their manager. The employee will have the right to be accompanied by a work colleague.

**Prepared by
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When discussing these problems with employees the aim of Securispeed NI to assist the employee should at all times be the priority for the manager. As a result of the discussion the manager will offer the employee the opportunity to seek an outside assessment of the problem and, if necessary, treatment from an appropriate agency. The manager will make clear to the employee that during any period of treatment all benefits and rights as laid down in the contract of employment, including Company Sick Pay, will be safe-guarded. When the employee is judged fit by a medical practitioner to resume working it will be in that person's original post.

The procedure established by this agreement for assisting an employee with drink/drug related problems is quite distinct from the Disciplinary Procedure. An employee with an identified problem, which affects conduct at work or which prevents the achievement of a satisfactory level of work performance and who refuses the opportunity to receive help, may have the matter referred to the Disciplinary Procedure.

An employee, who accepts the opportunity to receive help, but whose conduct or work performance afterwards reverts to the problem level, will have the new situation considered on its merits. If appropriate a further opportunity to accept and co-operate with help and treatment may be offered.

The application of this Policy is limited to those instances of alcohol/drug related problems which affect the health and/or work performance or conduct of the employee. The Policy does not apply to employees who, because of indulgence in alcohol on random occasions, behave in a manner contrary to the standard of safety and conduct required by Intercity Transport. Such instances will be dealt with in accordance with the normal recognised Disciplinary Procedure.

The Policy applies throughout Securispeed NI irrespective of sex, grade or position.

CONFIDENTIALITY

All discussions with an employee in connection with this policy will be strictly confidential. This will equally be the case with any counseling or other treatment undertaken by the employee. No discussion about the employee will take place with another party without the permission of that employee.

TRAINING

Copies of the agreed alcohol/drug policy will be available to all employees.

Specific training will be given to those with special responsibility for implementing the policy. This will include all Managers, Department Heads and Directors.

The HR Department should be consulted before any action is taken in relation to this policy.