



Alcohol & Drugs Policy

Note that this policy covers both Service Ceilings Limited t/a SCL Interiors & SCL Interiors (London) Limited

Service Ceilings Limited recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems may need help and support from his/her employer.

The Company also recognises that alcohol and drug use problems can have a detrimental effect on work performance and behaviour. The Company has a responsibility to its employees and customers to ensure that this risk is minimised, therefore this policy applies to all staff who have been identified as carrying out a Safety Critical role or who could import risk. It will be applied equally and fairly without any exceptions. This policy also aims to comply with the Transport and Works Act 1992.

Accordingly, Company policy involves two approaches

- Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to cooperate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

The Company does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy, the Company will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

This policy will be implemented in the below scenarios:

- If you are transferred or promoted to a Safety Critical post even if you already hold a Safety Critical post.
- All new employees who may carry out Safety Critical duties or whose duties may import risk.
- Following a Safety Critical incident you maybe involved in.
- A manager or supervisor has good reason to believe that you are unfit to work through alcohol & drugs by your appearance and behaviour.
- You may be selected for a random screen at short notice.

Situations where the disciplinary rules will be enforced or a potential dismissal:

- If a test shows
- More than 29mg of alcohol per 100 ml in blood
- Or more than 13mg micrograms of alcohol in 100 millilitres of breath
- Or more than 39 milligrams of alcohol in 100 millilitres of urine.
- The presence of drugs for which there is no legitimate medical need for either their use or the quantity of their use.
- A criminal prosecution could follow for failure to comply with the Transport and Works Act.
- You report for duty unfit through alcohol & drugs.
- You consume alcohol or drugs on duty.
- You possess illegal drugs on duty.



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Drugs and Alcohol Policy
Level 1 Manual

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- You refuse an alcohol & drugs screen.
- You may also be barred from working on clients sites or premises (this shall be the clients decision).

Signed: 

Date: 01.09.21

Name: ADAM NURSE

Position: MD