


Drugs & alcohol policy	Author: Finance Director Alastair Walker		
Document Ref: CDOC011	Page 1 of 4	Issue: 002	Last reviewed: Feb 2025

Introduction

This policy sets out The Company's approach to managing alcohol and drug misuse at work.

GDUK Door Solutions is committed to ensuring the health, safety, and welfare of its employees and those affected by its activities. It is important for us to ensure that employees behave in an appropriate, professional, and responsible manner at work and that alcohol or drug misuse does not create a health and safety risk.

We recognise that alcohol or drug dependence is a medical condition. If you disclose, or we suspect, that you have an alcohol or drug problem, we will take a non-judgemental and supportive approach to ensure that you get the help that you need.

In this policy, the term 'drug' includes all drugs and psychoactive substances (including those formerly known as 'legal highs') that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

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

Scope

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns, and apprentices.


What is alcohol or drug misuse?

Alcohol and drug misuse is when an individual drinks alcohol, or takes illegal drugs, medicines, or substances such as solvents, in a way that is harmful.

Early warning signs of alcohol or drug misuse includes:

- Unexplained or frequent absences;
- A change in behaviour;
- Behaving in an aggressive or reckless way;
- Unexplained dips in productivity;
- Accidents or near misses;
- Performance or conduct issues;
- Sudden changes of mood; or
- Breakdown in relationship with colleagues.

If you notice obvious signs of alcohol or drug misuse in a colleague, you should report your observations and/or suspicions to your Line Manager or HR.

Drugs & alcohol policy	Author: Finance Director Alastair Walker		
Document Ref: CDOC011	Page 2 of 4	Issue: 002	Last reviewed: Feb 2025

Your conduct at work

We have a duty to ensure everyone works in a safe working environment and not to expose you and others affected by our activities to an unnecessary risk.

For this reason, it is strictly prohibited to:

- Drink alcohol or take drugs that are likely to render you unfit for work during any period that you are working;
- Work, or report for work, while under the influence of alcohol or drugs;
- Supply others with alcohol or drugs during working hours or in the workplace;
- Store alcohol or drugs at the workplace such as in lockers and desk drawers; or
- Be over the legal drink-drive alcohol limit if you need to drive for work reasons.

If we suspect that you are unfit or unsafe to undertake your work because you are under the influence of alcohol or drugs, you may be suspended from your duties until the matter is investigated.

Work-related social events

You may drink alcohol if you are at a work-related social event or you are entertaining clients, provided that you are given permission by your Line Manager in advance.

You should remember that you are representing the Company during any work-related social event or while entertaining clients and you should drink in moderation.

You should always take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.

Illegal drugs


If you are found in possession of illegal drugs during your working hours, or at a work-related event, we will have no option but to report the matter to the police.

Side effects from prescribed medication

If you are prescribed any medication that has an effect on your ability to carry out your work safely, you must inform your Line Manager. This is particularly important if you work in the Warehouse.

Alcohol and drug testing

We reserve the right to test for alcohol and drugs, whether randomly or in specific circumstances.

Drugs & alcohol policy	Author: Finance Director Alastair Walker		
Document Ref: CDOC011	Page 3 of 4	Issue: 002	Last reviewed: Feb 2025

We will ask you to undergo an alcohol or drugs test where you have been involved in a workplace accident or in any incident that has caused or could have caused a danger to health or safety, regardless of whether your behaviour suggests drug or alcohol use. Testing will also be carried out where we have reasonable grounds to believe or suspect that you are or may be under the influence of alcohol or drugs.

Carrying our tests

Alcohol and drug testing will be carried out by an external alcohol and testing company using accepted and reliable methods to conduct alcohol and drug testing with the least possible intrusion into your privacy. You will be informed what drugs you are being screened for prior to testing.

Consent


We will ask you for your consent before conducting an alcohol and drug test.

If you are asked to undergo an alcohol and drug test, this does not automatically indicate that you are under any suspicion of wrongdoing. However, refusal to consent to an alcohol and drug test in accordance with this policy may be treated as a disciplinary offence.

Non-negative test

In the event that an employee provides a non-negative drug or alcohol test result, the following procedure will apply:

1. Immediate Suspension – The employee will be suspended on full pay with immediate effect pending further investigation. This is a precautionary measure and does not imply guilt or misconduct.
2. Laboratory Analysis – The original sample will be sent for thorough analysis by an accredited laboratory to confirm the presence of any prohibited substances and rule out potential false positives.
3. Review Process – Once the laboratory results are received, the company will review the findings in consultation with the employee. The employee will have an opportunity to provide any relevant explanations or evidence regarding the result.
4. Further Action – Depending on the confirmed test outcome:
 - If the laboratory test is negative, the employee will be reinstated immediately with no further action.
 - If the laboratory test confirms a positive result, the company will follow the appropriate disciplinary or support procedures as outlined in this policy.

Drugs & alcohol policy	Author: Finance Director Alastair Walker		
Document Ref: CDOC011	Page 4 of 4	Issue: 002	Last reviewed: Feb 2025

Breach of policy

Any breach of this policy will be treated as a disciplinary offence, although we will always consider the circumstances of any case, including whether you are receiving support for a drug or alcohol-related problem, before deciding on the appropriate penalty.

Requesting support

We recognise that alcohol or drug dependence is a medical condition that can cause mental, physical, and social deterioration.

If you think you may have an alcohol or drug problem, we urge you to speak to your line manager and be as open as possible so that they can help you get the help you need. If for any reason you are unable to approach your line manager, you can speak to HR.

We understand that asking for help can be difficult, but any health-related information disclosed by you during discussions with your line manager or HR will be treated sensitively, in confidence and in a non-judgemental way.

Data Protection and privacy

Alcohol and drug testing will be conducted in line with the correct process and procedures. All possible measures will be put in place to ensure confidentiality of test results and checks will take place to avoid false results.

Access to test results is strictly limited to the people for whom it is necessary, such as your line manager and HR.

We have arrangements in place with an external alcohol and drug testing company to ensure that it is safely and securely processes test results.

Positive test results are retained only long enough for them to be investigated and dealt with under our disciplinary procedure. Negative tests are normally securely destroyed within an appropriate timescale.