



## **ALCOHOL AND SUBSTANCE MISUSE POLICY**

### **POLICY STATEMENT**

London Office Interiors is committed to providing a safe and positive working environment for our staff and to promoting the health, safety and well-being of our employees. We recognise that this can be put at risk by members of staff who misuse alcohol and substances to such an extent that it affects their health, work performance, behaviour or relationships at work and, where appropriate to do so, we will adopt a supportive and constructive approach when dealing with staff who may be experiencing drug and/or alcohol dependencies or addictions.

It remains our general expectation that no employee will report for work while under the influence of substances or alcohol. London Office Interiors does not consider it acceptable for staff to be impaired by alcohol and/or substances during the conduct of their duties and this may form the basis for disciplinary action, including conduct or capability dismissal depending on the circumstances.

### **PURPOSE OF POLICY**

The Policy on Alcohol and Substance Misuse is designed to ensure that all employees are aware of the risks associated with alcohol/substance misuse and the consequences, including the legal consequences, of their actions. As such, this policy aims to;

- Ensure that employees are aware of the consequences of drug and substance misuse in the workplace
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- Ensure that employees' use of alcohol and/or substances does not impair the safe and efficient running of the University, or result in risks to the health and safety of themselves, other employees, students and the general public
- Help London Office Interiors to comply with all relevant legislation in this area, principally the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations, Misuse of Drugs Act 1971, Psychoactive Substances Act 2016, and the Road Traffic Act 1988

## SCOPE

This policy applies to all staff including agency and contract staff who work on company premises, property, projects, and in the contract of company owned or hired vehicles and machinery.

This policy relates to all members of staff during hours undertaking work and when undertaking activities on behalf of London Office Interiors. Employees should always be aware that they are representing the company during works and behave in a responsible manner.

While London Office Interiors has an interest in the well-being of its members of staff, what they do in their private lives is generally outside the scope of this policy unless it affects their work, interferes with the legitimate activities of others within the company or brings the company into disrepute, or risks their safety or that of others

London Office Interiors operates a zero tolerance policy with regards to the use of alcohol or illegal substances at work and operates random testing on employees to ensure compliance with this policy.

## GENERAL PRINCIPLES

All employees are required to familiarise themselves with this policy and comply with its provisions.

Members of staff should notify their line manager if they are taking prescribed medication that could affect their ability to work safely.

Strict confidentiality will be maintained when dealing with individuals under this policy, within the limits of what is practicable and within the law.

In all cases, advice should be sought from the relevant manager.

This statement was approved on 10 June 2024 by London Office Interiors Managing Director Marc Abrook, who will review and update it annually.

Managing Directors signature

**Marc ABROOK**

DIGITALLY SIGNED BY MARC ABROOK  
DATE: 10/06/2024

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