

Alcohol & Drugs Policy Statement

Document Owner: Mark Evans

Version: 1.0

Approval Date: 29/09/2025

Next Review Date: 29/09/2026

1. Purpose

Jnoad Ltd provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The Company acknowledges that the use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and the clients. The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired employee, other employees, and clients as well as members of the public.

2. Legal Framework

This policy is designed in compliance with the following UK legislation and regulations:

Health and Safety at Work Act 1974: Employers have a duty to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees. This includes providing a safe working environment, free from the effects of alcohol and drugs.

Management of Health and Safety at Work Regulations 1999: Employers must carry out risk assessments and implement appropriate measures to control risks, including those posed by alcohol and drug consumption.

Road Traffic Act 1988: Addresses the legal implications of driving under the influence of alcohol or drugs, which extends to employees using company vehicles.

Control of Substances Hazardous to Health (COSHH) Regulations 2002: In cases where the consumption of certain substances may interact with hazardous materials or substances on site, this regulation mandates the control of exposure to such risks.

Construction (Design and Management) Regulations 2015: Provides specific requirements for health and safety on construction sites, including ensuring that workers are not impaired by alcohol or drugs during their work.

3. Scope

This policy applies to all employees, contractors, and any other individuals working on behalf of Jnoad at all times while on duty or on company premises. This includes any time spent on construction sites, in company vehicles, or during work-related activities and events.

- Alcohol: Employees must not report for work under the influence of alcohol or consume alcohol during working hours.**
- Drugs: The possession, use, or being under the influence of illicit drugs or prescription medication that impairs work performance or safety is strictly prohibited.**

- **Prescription and Over-the-Counter Medications:** Employees are encouraged to inform their manager if they are taking medications that may affect their ability to perform tasks safely, particularly where heavy machinery or high-risk activities are involved. Employees must not work if their medication impairs their judgment or ability to carry out their duties safely.
- **Smoking:** Jnoad Ltd has a no smoking policy in all premises, including company vehicles. Should employees wish to smoke, they are free to do so but away from the Company premises and during their own break times. This policy also applies while working at the company's clients' premises.
- **Company vehicles, heavy machinery and high risk activities** are not to be undertaken by anyone who is under the influence of alcohol or drugs. Jnoad Ltd will not accept liability for any damage, injury to any person, or damage or injury to any third party, incurred while the driver / operator is in breach of this policy or breach of the law. All liabilities shall rest with the person operator.

4. Testing and Enforcement

Jnoad reserves the right to conduct random or cause-based drug and alcohol testing for employees, particularly where there is a concern about the impairment of safety-critical workers. This may include breathalyser tests and urine or saliva drug testing.

Any employee found to be under the influence of alcohol or drugs during working hours, or found in possession of illegal substances, will be subject to disciplinary action, up to and including termination of employment. The company will follow the appropriate disciplinary procedures in accordance with the Employee Handbook.

5. Procedure for Reporting Concerns

Employees are encouraged to report any concerns about alcohol or drug misuse to their manager or HR department in a confidential manner. In cases of emergency, or where immediate safety is at risk, employees should contact a supervisor or health and safety officer immediately.

6. Conclusion

Jnoad is committed to providing a safe and healthy work environment for all employees and contractors. By adhering to this policy, we can reduce the risks associated with alcohol and drug misuse and ensure that our workforce is fit to work and able to perform their duties safely and effectively.

7. Approval

Approved by:

Mark Evans

Policy Owner



Date: 29th September 2025