



# **Drugs & Alcohol Policy**

## **2025 - 2026**

## **Table of Contents**

### **Section**

- 1.0 Introduction
- 2.0 Prohibited Behaviour
- 3.0 Prescription Medication (inc – Over the Counter Medicine)
- 4.0 Drug & Alcohol Testing
- 5.0 Costs / Expenses Incurred
- 6.0 Exemptions from Testing
- 7.0 Support & Rehabilitation

## **1.0 Introduction**

1.1 SG Civil Engineering Ltd ("the Company") provides a work environment which aims to ensure the health, safety, respect and wellbeing of all workers. The Company acknowledges that the use of drugs and alcohol (inc Solvents) may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and clients.

1.2 The Company has an obligation under the Health & Safety at Work etc Act 1974 to provide a safe work environment. Therefore, the purpose of this policy is to maintain a work environment that is free from the negative effects of drug, alcohol and solvent abuse.

1.3 The Company therefore aims to prevent, where possible, alcohol, drug and solvent abuse amongst workers and to detect at an early stage any worker who may have a problem.

1.4 The consequences of breaching this policy will include any costs associated with the testing services, training, potential disciplinary action which in turn may lead to the termination of the individual's employment or subcontracting services with the company.

## **2.0 Prohibited Behaviour**

2.1 The Company has a zero tolerance where the workers must not be under the influence of alcohol or drugs when performing any work duties for the Company, at the workplace or otherwise, including (but not limited to) the circumstances within this policy. The withholding of such information may result in the termination of the individual's employment or subcontracting services with the company.

2.2 All workers must not commence work or return to work whilst under the influence of alcohol or drugs.

2.3 The consumption of alcohol or taking of drugs during working hours (inc lunch breaks) is totally prohibited.

2.4 The use or possession of illegal drugs on the Company's / Client / Principal Contractor premises is totally prohibited.

2.5 It is illegal for individuals to trade in or supply alcohol, controlled drugs, psychoactive substances or permit their presence or use by others at work.

2.6 Where an individual either suspects or observes a colleague taking drugs, under the influence of drugs / alcohol or demonstrates erratic abnormal behaviour they are encouraged to report this 'in confidence' through to the SGCE Management Team or to the Company Main Office.

## **3.0 Prescription Medication (inc Over the Counter Medicine)**

3.1 Where a worker has been either prescribed medication by their GP or has purchased 'Over the Counter' medication they are to make this known at the site-specific induction. Where they have been prescribed the medication etc during the currency of the specific works (after the induction) they are to inform the SGCE Supervisor. Withholding this information may result in termination of the individual's employment or subcontracting services with the company.

3.2 Where a worker has been taking prescribed or purchased over the counter medication and the label indicates cautions such as: "... must not drive machinery" or the individual is experiencing any side effect of the medication: for instance, drowsiness, fatigue, impact on their co-ordination or balance, in these circumstances, they must notify the SGCE Supervisor at the earliest opportunity and must not undertake activities that could put themselves or others at risk.

3.3 Following the Site Induction, if the worker for any reason requires to inform their prescribed medication in confidence they can do so through either their Line Manager or the SGCE Site Manager / Supervisor who will place a record of this on the induction through the Principal Contractor.

#### **4.0 Drug & Alcohol Testing**

4.1 The company will endorse any testing process or policy that the Client / Principal Contractor may have in place during the contract period, this includes any test undertaken at the point of induction.

4.2 The Company reserve the right to deduct from sums due to the operative either directly or through any agency they are engaged through the total amount of any fixed penalty the company incurs from the main contractor (who conducted the testing), for any instances where operatives who either test positive or refuse to take a Drugs and Alcohol Test.

4.3 Where an individual tests 'Non-Negative' for illegal drugs or alcohol they will be removed from the premises / site until the laboratory test results have been received, and the outcome is known.

4.4 If a subcontractor tests positive and is asked to leave site and therefore is unable to provide sub-contracting services as a result, even if they believe the result a false negative drug test and are awaiting further results, the subcontractor may not get paid due to the Main Contractor withholding payments to SG Civil Engineering due to works not being undertaken during this period.

4.5 Where the laboratory test result is confirmed as 'Positive' and the individual refutes the result, they can obtain a second test in a laboratory (UKAS Approved Testing Facility) of their choosing and expense.

4.6 If it is agreed with the Client, they can undergo training at their expense and have paid any fines due to the Company they maybe allowed back at the discretion of the Client.

#### **5.0 Costs / Expenses Incurred**

5.1 The Company reserve the right to deduct from sums due to the operative the total amount of any fixed penalty the company incurs from the main contractor (who conducted the testing), for any instances where operatives either test positive or refuse to take a Drugs and Alcohol Test.

#### **6.0 Exemptions from Testing**

6.1 There shall be no exemptions from testing and where an individual refuses to undertake the drug and alcohol test they will be asked to leave the premises and all employment or subcontracting contracts will be terminated.

6.2 Where individuals are in possession of a 'Cancard' for use of Medical Cannabis they are required to inform the Company Main Office and provide documentary evidence from their GP that they are being prescribed for such medicine. Although the card has no legal status it will allow the Company to exercise discretion when the Principal Contractor undertakes unannounced on-site testing. Failing to communicate this may result in a fine which the worker would require to pay and result in termination of contract.

#### **7.0 Support & Rehabilitation**

7.1 The company aims to prevent illegal drug use where possible and will offer individuals assistance such as counselling or leave of absence from work if required for treatment. There may be, however, some instances when this offer may not be appropriate, and managers must assess each case individually.

7.2 In addition to this the company accepts that dependence on alcohol, drugs or substances capable of abuse may be an addiction. Subcontractors or employees who come forward and admit to having a dependency problem (but not after or immediately before testing for alcohol or drugs) will be interviewed by their Line Manager and, at the company's absolute discretion, offered counselling and/or medical support as reasonable and appropriate.



S Gallagher  
Operations Director  
SG Civil Engineering Ltd

18<sup>th</sup> July 2025