



DRUG AND ALCOHOL POLICY

NWH Group Limited
Reviewed- January 2026

The NWH Group is committed to protecting our people and the public from any incident which could be caused by the effects of alcohol or drugs. This policy deals with difficulties at work which may be caused as a result of an employee's misuse or dependency upon alcohol or drugs.

The abuse of alcohol or drugs may lead to or contribute to a number of problems at work including:

- An increased risk of accidents
- Poor timekeeping
- Poor absence record
- Sub-standard quality/quantity of work

This policy applies to all employees be they part-time, full-time, permanent or contract. This also applies to contractors working on our sites.

Referrals

The Company recognises that dependency on alcohol or drugs should be treated sympathetically and fairly. Accordingly, the company will encourage individuals with such problems to seek early voluntary help and assistance, where such problems have been drawn to the attention of the company.

In some circumstances, the company may hold off taking disciplinary proceedings against employees who have a dependency on drugs or alcohol to allow them to seek medical help or counselling. Where medical help/counselling is obtained as an alternative to disciplinary proceedings, failure to make satisfactory progress in addressing the problem may result in the reinstatement of disciplinary proceedings.

Rules Relating to Alcohol and Drugs

Notwithstanding the above, all employees are expected to comply with the following rules, breach of which will be considered as gross misconduct by the company and may result in summary dismissal. This is particularly relevant and becomes a serious Health & Safety

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issue whilst on duty at work. Any dependency on drugs or alcohol must be brought to our attention pre-employment.

Any employee who is found to be under the influence of alcohol or drugs whilst in charge of a Company Vehicle or operating machinery will be subject to disciplinary proceedings for gross misconduct.

- No alcohol or non-prescription drugs are permitted to be taken during working hours, including breaks.
- No alcohol or non-prescription drugs are to be brought onto company premises.
- Employees must not attend work whilst under the influence of alcohol or drugs. Any employees who, in the company's opinion are unfit to work due to alcohol or drugs will be subject to testing which will result in further investigation and disciplinary action on failure of a test.
- The European Workplace alcohol limits are set in Scotland at (22ug in breath). However, we apply a zero tolerance to alcohol, therefore a test resulting in 22ug/100ml or above is Gross Misconduct and therefore will result in dismissal, but any reading between 9ug-21ug will result in serious disciplinary action. These limits apply regardless of whether you are driving in Scotland or elsewhere in the UK or even abroad.
- Where alcohol is provided at a work function, employees are expected to drink sensibly. Alcohol will not be viewed as a mitigating factor in any misconduct.

Alcohol and Drugs Testing

NWH reserve the right to apply both 'Random' and 'On Suspicion' drugs and alcohol testing. We have our own calibrated breathalysers and saliva drug kits for the use of testing, but we may on occasion use the services of an independent consultant to carry out random testing both at NWH sites and/or a customer/overnight parking site.

Alcohol testing will be measured by using a calibrated breathalyser.

Drug testing will be measured by saliva testing kits.

Failure to provide a sample upon request will render employees liable to identical sanctions as the provision of a positive sample.

If a drug test result is positive, then a second test will be carried out which is sent for laboratory testing. At this point, the employee will be suspended pending the return of the

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toxicology report from the independent 3rd party. If the result is again positive then employment will be terminated from the date of the first test and no pay will be made for the suspended days; if however the result is negative, full basic rate pay will be made for the suspended days.

Drugs Misuse

The misuse of drugs includes the use of any illegal drugs and the misuse of any prescribed drugs or other substances such as glue or other solvents.

It is a criminal offence to use, possess or deal in any controlled substances and anyone caught on company premises or during working hours involved in these activities may be summarily dismissed for gross misconduct. Similarly, anyone attending work whilst under the influence of drugs will be subject to disciplinary proceedings for gross misconduct.

Prescribed Drugs

Anyone who is prescribed drugs by a medical professional must notify their line manager. This is particularly relevant if employed to operate vehicles, machinery or any power tools. NWH will be sympathetic with the management of the employee in the workplace whilst they are under medical supervision and will involve Occupational Health professionals for assistance.

Failure to notify NWH of prescribed drugs which then leads to accidents or incidents in the workplace may lead to formal disciplinary action.

Raising Concerns

All employees are encouraged to voice concerns, either directly with their line manager or anonymously, if they believe that another employee or colleague are under the influence or have an issue with drugs or alcohol. This is encouraged for the safety of the greater workforce and any such information will be treated in the strictest of confidence.

Relevant Legislation

The NWH group, both as an employer and our employees have an obligation under a variety of legislation as listed below and which will be applied as per the most relevant and up to date legislation at the time of any incident -

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- Health and Safety at Work Act 1974 - section 2 - places a duty on an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of their employees.
- Management of Health and Safety at Work Regulations 1999 - places a duty on an employer to assess the risks to the health and safety of employees. This means an employer can be prosecuted if they knowingly allow an employee to continue working while under the influence of alcohol or drugs and their behaviour places the employee themselves or others at risk.
- Misuse of Drugs Act 1971 - makes it an offence for someone to knowingly permit the production, supply or use of controlled drugs on their premises except in specified circumstances (for example drugs prescribed by a doctor)
- Road Traffic Act 1988 - states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence.
- Transport and Works Act 1992 - makes it a criminal offence for certain workers to be unfit through drugs and/or drink while working on railways, tramways and other guided transport systems.

Policy Review

This policy is owned by The NWH Group, HR Department and its effectiveness will be monitored and may be reviewed by NWH at any time.

Signed: _____ Date: 15/01/2025

Gavin Money

Managing Director

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