

## Introduction

FP McCann is committed to providing a safe, healthy, and productive working environment for all employees. Being under the influence of alcohol or drugs can seriously impair an individual's judgment and therefore they are more likely to endanger themselves and their fellow workers, have accidents at work, be absent from work and be less efficient than colleagues not under the influence.

## Scope

This policy is intended to apply to all FP McCann employees, irrespective of their length of service, status or number of hours worked, contractors, and any other individuals working at FP McCann sites. The policy and procedure do not form part of the contract of employment and will be amended from time to time.

## Aims

The aim of this policy is to provide guidelines within the Company to support the following points:

- Maintain a safe working environment.
- Raise awareness of the risks and potential harm to health associated with the use of alcohol and drugs to help prevent it.
- Highlight to employees the physical, psychological and social effects of alcohol and drug abuse.
- Achieve a balance between supporting those who have a problem, and the overriding need to preserve:
  - The health, safety and welfare of themselves and fellow workers
  - The company's reputation
- Provide a framework to enable instances of drug or alcohol misuse to be handled in an appropriate fair and consistent manner.

## Rules

The following conduct is strictly prohibited; however, this is not an exhaustive list:

- Attending work while under the influence of drugs or alcohol.
- Consuming alcohol or using drugs during working hours, including breaks.
- Attempting to or doing any of the following:
  - manufacturing, selling, distributing or supplying alcohol or drugs whilst at work or on company premises.
- Being in possession of illegal drugs during working hours (including breaks) or while on company premises or attending events/corporate functions.
- Withholding relevant information regarding prescribed medication that may affect performance whilst at work. (If an employee is taking prescribed drugs that may affect their performance at work, they must inform their line manager)
- Failing to cooperate with any drug or alcohol testing procedures or searches as required.
- Refusing referral or treatment support in the event of a problem being established.
- Failing to improve performance and/or attendance.

## **Discipline**

Failure to comply with this policy may result in disciplinary action up to and including summary dismissal for gross misconduct.

If an employee is known to be, or suspected of being, intoxicated or under the influence of alcohol or drugs during work hours, the manager must be consulted. Arrangements will be made for the employee to be escorted to a safe place on the premises immediately whilst investigations are undertaken. The employee may be suspended from work while this is ongoing.

## **Random Testing**

The Company operates an Alcohol and Drug screening programme which will involve random testing of our workforce including other personnel working on or visiting our sites/premises. Where employees refuse to take a test, or if they test positive, they may face disciplinary action up to and including summary dismissal.

## **With Cause Testing**

Where employees are involved in any accidents, they may be asked to submit to a test on site and/or a test facilitated by an independent third party. Where employees refuse to take a test, and/ or where it is found that consumption of alcohol or drugs is a contributory factor, they may face disciplinary action up to and including summary dismissal.

Where employees are suspected of being under the influence of alcohol or drugs, they may be requested to submit to a test on site and/or submit to a test facilitated by an independent third party. Where employees refuse to take a test, or if they test positive, they may face disciplinary action up to and including summary dismissal.

## **Searches**

The Company reserves the right to conduct searches for drugs or alcohol including but not limited to, searches of lockers, cabinets etc. which are on Company property or in Company premises and Company vehicles. Where employees refuse a search, or if drugs or alcohol are found, they may face disciplinary action up to and including summary dismissal.

All testing and searches will be conducted with due courtesy.

## **Help and information**

The Company recognises that an alcohol or drug abuse problem may be an illness to be treated in the same way as any other illness and will offer support as appropriate:

- Access to an Employee Assistance Programme (EAP), where available.
- Occupational Health referral, where appropriate.
- Support in exploring treatment options.
- Temporary adjustments to work duties or hours, where appropriate.

Employees are encouraged to seek assistance at the earliest opportunity before it impacts on their safety or performance so that any problems can be handled sympathetically. Line managers who identify or suspect an employee of having a drink or drug abuse related problem should encourage the employee to seek help at an early stage.

Where an employee with a drug or alcohol dependency only declares their dependency after a misconduct issue has arisen, or just before a test takes place (either random or with cause) or when they are proven to be in breach of this policy, they will be subject to the same disciplinary procedure as any other employee who has breached the policy.

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If support is not followed or accepted by an employee or proved ineffective, then they will be subject to the company's disciplinary or sickness absence procedure as appropriate.

### Responsibilities

- All managers and employees have a responsibility to be familiar with and comply with this policy.
- In addition, those in managerial roles have a responsibility to ensure that this policy is applied to take appropriate action in the event of a breach of the policy.
- Managers must ensure that those in scope of this policy understand it and are aware of the rules and consequences regarding the use of drugs and alcohol. A toolbox talk is provided within the Integrated Management System to assist in awareness training.
- All employees must report genuine concerns about drug or alcohol misuse by colleagues to their line manager, SHE Team or HR in confidence, to help maintain a safe working environment.
- Where managers become aware or suspect that an employee is under the influence of alcohol or drugs at work, they should seek advice from the HR department on the approach to be adopted. *Malicious or vexatious allegations about others at work will be treated as a disciplinary offence.*
- Managers and employees are urged to be aware of the signs of drug and alcohol abuse which include but are not limited to watery eyes, pinpoint or dilated pupils, running nose, constant sniffing, tight lips, sores, ulcers, trembling, fatigue and irritability. If you see such signs, then report it and help eliminate a serious risk – ignore it and it could be you that gets hurt!

### Confidentiality

Matters are to be treated confidentially as far as is legitimately and legally possible.

### Review

The Senior Management Team will monitor and review this policy regularly.

Signed:   
Hugh McCann  
Managing Director

Reviewed: 12 January 2026  
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