



ALCOHOL & DRUGS POLICY

1. POLICY STATEMENT

- PCF Construction is committed to ensuring the health and safety of all stakeholders affected by its activities. PCF Construction recognises that effective management of health and safety issues is an integral and essential part of a successful business.
- The implementation of this Policy, alongside co-operation and partnership of staff at all levels is vital in achieving sustainable and continual improvements in health and safety.
- All employees and contractors have a legal duty to take reasonable care of their own health and safety and that of others affected by their work activities.
- The misuse of drugs or alcohol by individuals can lead to an increased risk of incidents. PCF Construction aims to reduce these risks by means of the Policy, Procedures and Guidance set out in this document.
- This Policy is applicable to the following:
 - All Directors, Staff and Employees of PCF Construction.
 - All contractors and sub-contractors or other third parties employed or engaged by or on behalf of PCF Construction.
- The aims of this Policy are to:
 - Ensure that PCF Construction complies with relevant legislation relating to substance abuse at work (including, without limitation, The Health and Safety at Work etc. Act 1974, The Misuse of Drugs Act 1971.
 - Take a proactive approach to ensure that our workplace is a drug and alcohol-free environment, as part of our commitment to ensuring a safe and productive workplace, by ensuring that all relevant individuals are aware of this Policy.
 - Undertake measures to prevent persons attending work under the influence of illegal drugs, misused prescribed or over-the-counter medication or alcohol by using a testing regime and providing information, instruction and awareness training to all relevant individuals on the health effects of alcohol and illegal drug use.
 - Explain the principles behind this Policy and the repercussions of a breach of it (including disciplinary procedures and dismissal).
- This Policy may be reviewed at any time to reflect changes in legislation, industry standards or the expectations and requirements of PCF Construction. All such amendments or updates will be communicated to all relevant individuals.

2. DEFINITIONS

• **Alcohol**

The legal limit for driving in the Scotland, is 22 micrograms of alcohol per 100 millilitres of breath or 50 milligrams of alcohol per 100 millilitres of blood. For the purposes of this Policy, *‘under the influence of alcohol’* is defined as detection by testing of:

Employees
<i>Equal to or greater than:</i> 22 micrograms of alcohol in 100ml of breath 67 milligrams of alcohol in 100 ml of urine

50 milligrams of alcohol per 100 ml of blood

- **Drugs/Prohibited Substances**

For the purposes of this Policy, *'under the influence of drugs'* is defined as detection by testing of any prohibited substance.

The substances for which relevant individuals may be tested include the following:

- Amphetamines including Ecstasy
- Cocaine
- Benzodiazepines
- Barbiturates
- Opiates including heroin
- Methadone
- Cannabis
- Propoxyphene
- Phencyclidine

The drugs referred to above are examples only and are not an exhaustive list of the substances for which a relevant individual may be tested.

- **Prescription and over-the-counter medication and other substances**

Also prohibited are any legal substances which may affect performance at work. These include, but are not restricted to, antidepressants, sleeping pills, tranquilisers, antihistamines and medicines for coughs or colds, where these are used in excess of legitimate usage levels as prescribed.

This prohibition includes medication prescribed by medical practitioners or purchased over the counter. Individuals who are prescribed medicines or are taking over the counter purchased legal medication should bear in mind that they may affect their working performance and, in particular, their ability to work with machinery or drive safely. It is the responsibility of the individual to enquire with his/her GP or pharmacist whether any medication is likely to affect performance at work. If it is, the individual must inform their line manager or the Main Office immediately or, if he/she is not a PCF Construction employee, his/her employer, who shall inform PCF Construction Management Team. Those receiving this information must take appropriate steps to ensure that the individual does not work in circumstances where any possible side-effects could pose a risk to themselves or others.

Relevant individuals will always be asked to declare any recent medication used prior to the time of testing.

The only acceptable levels of drugs in the workplace are those prescribed by a doctor or obtained from a pharmacist where these are used in accordance with legitimate usage levels and do not affect performance at work (or where PCF Construction Management have authorised the relevant individual or his/her employer to continue working whilst taking such medication).

The use, promotion, distribution and/or sale of prescribed or over-the-counter medicines for non-medical purposes is forbidden during working time, in the workplace or at any work site, as is the misuse of other substances, e.g. solvents, for mind-altering purposes. The use of PCF Construction telephony or IT systems at any time for these purposes is forbidden.

3. RESPONSIBILITIES

All relevant individuals have a responsibility under this Policy with regard to the detection and prevention of the misuse of alcohol and drugs as follows:

- **PCF Construction Directors shall:**
Have overall responsibility for the implementation of this Policy and testing regimes and will monitor the effectiveness of both on a continuing basis.
- **Senior Managers shall:**
Ensure that this Policy and testing regimes are implemented throughout PCF Construction and that suitable communication of this Policy is provided to all relevant individuals.
- **Line Managers/Supervisors shall:**
Understand and be familiar with this Policy and communicate it to relevant individuals under their control;

Monitor work performance, attendance, sickness absence and incidents and take appropriate action, where necessary, in line with this Policy;

Ensure that appropriate adjustments are made for relevant individuals who have declared the use of a medication which may have an impact on their ability to perform their current role/tasks.

- **Relevant Individuals (including Directors and all levels of management) shall:**
 - Not come to work under the influence of **illegal drugs/prohibited substances or alcohol** or attempt to drive or operate any machinery at work if they believe they may be under the influence of any substance, including legally prescribed or over-the-counter medication, which could impair their abilities.
 - Not bring any illegal drugs or alcohol on to the premises or sites under the control of any PCF Construction.
 - Check with their GP or pharmacist as to whether any prescription or over-the-counter medication may impair their ability to perform their duties and notify their line manager, as required by this Policy.
 - Consent to undergo testing for drugs and alcohol as described in this Policy. Refusal to undergo testing or attempting to falsify results will lead to disciplinary action and could lead to dismissal.
 - Disclose information regarding any colleague acting in breach of this Policy.
- **Relevant Individuals who are not PCF Construction Employees (or their employers, if they are employed by a third party to provide the services) shall:**
 - Ensure they (or all its employees who are relevant individuals) are aware of this Policy.
 - Ensure it makes PCF Construction HR Department aware of any disclosure (by its employees) of medication use in.
 - Comply with the relevant paragraphs of this Policy.

4. TYPES OF TESTING

- **Pre-placement**

All prospective employees of PCF Construction shall be subject to pre-employment/pre-commencement drugs and alcohol testing. A positive result (i.e. drugs or alcohol detected in excess of the relevant level) will cause the recruitment/engagement process to cease at that point if no medication has been declared prior to testing. If medication has been declared prior to testing, chain of custody testing will only be offered if the candidate has a positive result for either opiates or methadone. For a positive result on all other types of drugs, chain of custody testing will not be offered, and the recruitment/engagement process will cease at that point.

Where chain of custody testing has been carried out, the relevant individual will not be permitted to drive any company vehicle or operate plant/machinery on any PCF Construction site or premises until the results of the chain of custody testing have been received and found to be consistent with declared medication or showing a negative result. Further, they will also be advised not to drive their own vehicle until the results of the chain of custody testing have been received and found to be consistent with declared medication or showing a negative result.

- **“For cause”**

“For Cause” testing may be undertaken:

- Where there is suspicion that a relevant individual may either be under the influence of drugs or alcohol or has an addiction or substance abuse habit; or
- When a relevant individual has been involved in a workplace incident; or
- When PCF Construction has received information relating to potential alcohol or substance abuse or addiction. In this case, to protect confidentiality, the details of the information, which it reasonably believes has been provided in good faith, may not be revealed to the relevant individual; or
- Where a client requires a specific testing regime.

- **Random**

PCF Construction reserves the right to undertake a programme of random testing to ensure compliance with this Policy

- **Testing Regime and Classifications**

- On site testing will be carried out using:

- A drug wipe testing kit and a calibrated alcometer (breathalyser); or
- A drug cube testing kit and a calibrated alcometer (breathalyser); or
- A urine sample for detecting presence of prohibited substances and a calibrated alcometer (breathalyser); or
- A swab, for both alcohol and prohibited substance detection; or
- Any appropriate combination of the above.

- An outside agency or suitably trained and competent PCF Construction employee will conduct the tests. All tests will be carried out in controlled conditions. The on-site tester will brief those being tested.
- Preliminary drug detection results (on the day of the test) for ‘For cause’ tests will be confirmed after further laboratory and specialist interpretation (chain of custody testing).
- A relevant individual will be deemed to have tested positive and therefore failed a drugs test where the detectable level exceeds the internationally recognised pass/fail levels for a prohibited substance. In the case of alcohol, the limits outlined within this Policy will be applied.

- A relevant individual who refuses to undertake a test when requested, attempts to tamper with or avoids any part of the drug and alcohol test procedure will be deemed to have received a positive result (i.e. failed the test) and will be subject to disciplinary action, that may result in summary dismissal.

5. CONFIDENTIALITY

All results and information in relation to drugs and alcohol testing will be dealt with in strict confidence and released only to the line manager of the relevant individual tested, the relevant individual themselves and the Human Resources Department.

NOTE: The following sections apply to relevant individuals post recruitment/engagement

6. IMMEDIATE ACTIONS FOLLOWING TEST RESULT – ALCOHOL

- A negative result (no recorded level of alcohol in breath) will be advised to the relevant individual and the line manager and a record made.
- An alcohol in breath reading above zero but below the relevant levels set out within this Policy will result in an informal conversation with the relevant individual about the result and informing his/her line manager.
- If the alcohol in breath reading is at or above the levels set out within this Policy, the relevant individual will be deemed to have tested positive and will be offered the opportunity for a re-test, which will take place 20 minutes after the initial test. If this gives a result at or above the cut off level, the test will be reported as positive. If the result is below the cut off level on the second sample test, it will be reported as negative. If the individual declines to be re-tested, or the re-test level is at or above the levels set out in this Policy, he/she will be suspended from work immediately. In the case of a PCF Construction employee, the line manager will arrange for the relevant individual's safe transport home; he/she will not be permitted to drive away from the workplace. Disciplinary procedures will be instigated, which may result in summary dismissal, even for a first offence.
- If the relevant individual is not an employee, their employer will be informed of the positive result. The relevant individual will be suspended from working on any PCF Construction site or PCF Construction premises. The relevant individual should arrange alternative safe transport home.

7. IMMEDIATE ACTIONS FOLLOWING TEST RESULT – DRUGS

- If the initial test is indicative of recent drug use and a chain of custody test has been offered, the relevant individual will be advised that a urine sample needs to be analysed in a laboratory. The sample, provided under controlled conditions, will be handled in a formal chain of custody, including maintenance of a split sample. Under standard testing procedure, an individual has the right to have the urine sample independently analysed by another laboratory. The retest will be paid for by the individual and will only be recognised by the company provided if it is conducted by a laboratory on the UKAS (United Kingdom Accreditation Service) accredited list.
- If the relevant individual is a PCF Construction employee and did not declare medication prior to testing, the line manager will be informed, and the relevant individual will then be suspended from working on any PCF Construction site or PCF Construction premises, pending the result of further laboratory (chain of custody) analysis. ***They will not be permitted to drive***

any company vehicle or operate plant/machinery on any company site or premises until the results of the chain of custody testing have been received and found to be a negative result. Further, they will also be advised not to drive their own vehicle until the results of the chain of custody testing have been received.

- The relevant individual will be supervised until such time as the chain of custody test takes place. If the relevant individual chooses to leave the premises and/or not undergo further testing, they will be deemed to have received a positive result (i.e. failed the test) and, if they are a PCF Construction employee, will be subject to disciplinary action, that may result in summary dismissal.
- If the relevant individual is not an employee, they or their employer will be informed of the initial positive test and the relevant individual will not be allowed to provide services to PCF Construction, pending the result of further laboratory (chain of custody) analysis, should this course of action be selected.
- *If a relevant individual is a PCF Construction employee and declares that he/she has been taking medication that may cause a positive result **prior to** testing, the relevant individual will not be suspended. However, they will not be permitted to drive any company vehicle or operate plant/machinery on any company site or premises until the results of the chain of custody testing have been received and found to be consistent with declared medication or showing a negative result. Further, they will also be advised not to drive their own vehicle until the results of the chain of custody testing have been received and found to be consistent with declared medication or showing a negative result.*
*If the medication is declared **after** a positive result, chain of custody testing will be offered, and the relevant individual will be suspended, pending the result of the laboratory (chain of custody) analysis.*

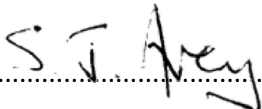
8. POST-TEST RESULT ACTIONS

- All test/sample information and documentation will be forwarded to the Human Resources department marked as PRIVATE and CONFIDENTIAL.
- Those individuals who are not employed by PCF Construction (e.g. subcontractors) who have tested positive for alcohol will be safely removed from site and will not be allowed to return to work on any site or premises under the control of PCF Construction. The responsibility for ensuring that the relevant individual travels home safely remains with his/her employer. He/she will not be permitted to drive away from site.
- A PCF Construction employee who has tested positive for alcohol will be subject to PCF Construction disciplinary procedures, which may include summary dismissal.
- If drug test results are returned from the laboratory that are found to be consistent with declared medication or showing a negative result, the relevant individuals and their line managers/employers will be notified and thanked for their co-operation. This will not have a detrimental effect on a relevant individual's career or work record.
- Individuals who test positive on the initial drugs test and subsequently test negative on the laboratory (chain of custody) test will have their suspension lifted immediately. Their line manager/employer will be notified. This will not have a detrimental effect on the individual's career or work record.

- If positive results are returned from the laboratory with respect to a PCF Construction employee, the individual will be subject to PCF Construction disciplinary procedures, which may include summary dismissal.
- If positive results are returned from the laboratory with respect to a non-PCF Construction worker, the respective employer will be advised that the individual will not be able to return to work on any site or premises under the control of PCF Construction. The respective employer can be charged for the cost of the chain of custody test.

9. SEARCHES

- PCF Construction reserves the right to conduct searches for alcohol or illegal drugs/prohibited substances including, but not limited to, searches of company vehicles, lockers, filing cabinets, desk and packages sent to any PCF Construction workplace, Any alcohol or illegal drugs/prohibited found as a result of a search will be confiscated and disciplinary action may follow.
- Where there are reasonable grounds for suspecting the individual of possessing alcohol or illegal drugs/prohibited substances, PCF Construction reserves the right to search company property used by an individual, or an individual's personal property that is on PCF Construction premises.
- Decisions to instigate searches will be made by the individual's manager (in the case of employees) or the relevant PCF Construction Manager (in the case of non-employees) in consultation with HR, giving due consideration to the facts of the situation. The individual's consent will be sought prior to any search being conducted and the individual will be present while the search takes place.
- Searches will be undertaken by the decision-making manager, accompanied by HR or another PCF Construction Manager of the same or more senior level. They will be carried out discreetly and in private as far as is practicable. The individual may be asked to open their personal property for inspection.
- If an individual refuses to consent to such a search taking place, disciplinary action may be taken against that individual based on the reasonable suspicions held that they were in possession of alcohol or illegal drugs/prohibited on PCF Construction premises.

Signed:  Date: 29/04/26

Steve Avery
Director