

Ribs Marine Services LLP

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Alcohol & Drug Policy

Mission statement

Ribs Marine Services LLP:

- is committed to providing employees with a safe, healthy and supportive environment in which to work
- recognises that the safety, health and wellbeing of our employees is important
- Will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

Objectives and strategies

Ribs Marine Services LLP respects the right of employees to consume alcohol and other drugs.

Ribs Marine Services LLP will:

- comply with the requirements of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998*, especially those related to alcohol and drug consumption
- Assist employees to reduce their harmful behaviour, and lifestyle-related alcohol and drug consumption.

Scope

- This policy applies to all employees at Ribs Marine Services LLP, or those representing Ribs Marine Services LLP.
- Alcohol and other drugs shall not be consumed on the organisation's premises, in work vehicles, or at any time as paid employees of the organisation, or as a representative of the organisation (see 'Social events' for exceptions to these circumstances).
- Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behavior, a supervisor must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.
- No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee's ability to perform their required duties.
- Ribs Marine Services LLP has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support, and implement a hazard management process to eliminate or control these risks.
- Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to perform their duties:
 - will be treated with respect

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- can expect and will be afforded complete confidentiality
- Can be assured that this incident will not be cause for discrimination in the future, with regards to their future employment or potential promotion.

Support and treatment services

- Ribs Marine Services LLP will provide information and training about the effects of alcohol and drug use on personal workplace health and safety.
- Early intervention services will be offered to employees.
- Employees should seek information about treatment services through the company's Employee Assistance Program (EAP) or through their immediate supervisor.

Alcohol and drug testing

- Alcohol and drug testing will be performed at random times. All employees of Ribs Marine Services LLP and all who represent Ribs Marine Services LLP are permitted to perform Alcohol and drugs test if asked to do so. They will be tested in the company's office in front of the management team.
- In the case of a positive result they will be informed that another test will take place 2weeks from date first done.
- All employees have a legal right to refuse to be tested. If an employee refuses to be tested, they are obliged to get an alcohol and drug text taken by their GP. If that is then positive either employee/representative seeks advice or is dismissed – employment ends with Ribs Marine Services LLP.

Social events

- Responsible social events may be held in this workplace. This may include events such as Christmas parties and other events of significance to the organisation. At these events:
 - it is expected that all individuals act safely and responsibly
 - non-alcoholic drinks will be provided
 - healthy food will be provided
 - alternative transport arrangements will be provided

Where children under 18 are present at a workplace social event:

- No alcohol shall be served or consumed/children under 18 will not be supplied with alcohol, and a sign will be displayed to this effect.

Compliance measures

- All managers, employees and other persons representing Ribs Marine Services LLP are expected to comply with the requirements of this policy.
- Managers and supervisors are responsible for encouraging compliance with this policy.
- All employees are responsible for ensuring visitors comply with this policy.
- This policy forms part of the conditions under which contractors agree to work in Ribs Marine Services LLP's worksite/s.

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- Any individual who is adversely affected by alcohol or drugs will not be allowed to work until they are fit to do so. Suitable transport will be arranged to the person's home at the expense of the individual. If an employee affected by alcohol or drugs is sent home, they will not be paid for lost time. Disciplinary action may be taken on return to work. Support will be offered and available in the meantime.

Expectations

All employees are expected to:

- participate in the implementation of this policy
- Comply with the requirements of this policy.

All managers are expected to:

- inform those entering the worksite of this policy
- Identify and alter conditions in their work environment that contribute to excessive alcohol and drug use, for example, high levels of stress in the workplace, or increased access to alcohol.

Communication

Ribs Marine Services LLP will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all members of the organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute to and provide feedback to this policy
- Employees are notified of any changes to this policy.

Monitoring and review

Ribs Marine Services LLP will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from employees, the Health and Wellbeing Committee or working group and management
- review of the policy by management and committee/working group to determine if objectives have been met
- level of employee engagement
- the number of workplace incidents involving alcohol or other drugs
- The role of alcohol and other drugs in workplace accidents and incidents.

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Craig Reid
Managing Partner