



## Drug and Alcohol Policy

It is the responsibility of AccXel Management to ensure, so far as is reasonably practicable, the health, safety and wellbeing of all learners. Learners who are under the influence of drugs and/or alcohol whilst at work may adversely influence their own safety and that of their co-learners and AccXel staff. By establishing clear and comprehensive rules, which apply to all learners we also aim to provide a supportive environment to those with a drug or alcohol related problem, who are committed to changing their behaviour.

### Definition

Alcohol covers all alcoholic beverages. Drugs include all Class A, B and C substances; 'legal highs' or psychoactive drugs; drugs which are only legally available on prescription; solvents which are misused and any other drug that has an adverse effect on your ability to carry out your work in a safe and effective way.

### Rules

The taking of alcohol and drugs is strictly prohibited before working hours where appropriate functioning at work would be adversely affected, and at all times during working hours. For the avoidance of doubt, working hours include meal and other breaks.

### Medication

Where learners are taking medication for a pre-diagnosed condition, the type of drug and its possible contra-indications must be reported to their Tutor. This sensitive information will be treated confidentially.

## Drug and alcohol testing

Random alcohol and drug testing will be carried out on learners. This may be performed by AccXel staff or by an external tester.

### Circumstances for Testing

Selecting a learner for testing does not automatically indicate that they are under suspicion. The circumstances under which you may be tested, include:

- a. **Periodically** – Throughout the year, with or without notice.
- b. **Reasonable suspicion** – Whenever a manager, supervisor or other AccXel official has reasonable cause to suspect that a learner has misused drugs or alcohol and is unfit to start or continue working, then a reasonable suspicion test will be instigated. AccXel reserves the right to extend this testing to all learners, regardless of the activity they are conducting.
- c. **Post incident** – Drug and alcohol testing shall be conducted following an incident in any development area where there are reasonable grounds to suspect that the effect of drugs or alcohol may be the cause or a contributory factor. Post incident testing is mandatory following a dangerous occurrence or an incident in which a serious or specified injury or fatality has occurred. (A serious

injury is one that results in a person being off work for over 3 days, being hospitalised, knocked unconscious, or an ambulance attending site. In certain circumstances it will also include an incident where the injured party attends A&E).

d. **Unannounced testing of plant operators** – AccXel may conduct unannounced testing on plant operators. Plant operators include apprentices and part time learners operating any plant and will include but is not limited to Telehandler drivers, Excavator Operators and Dumper Drivers.

e. **Unannounced random** – AccXel may conduct unannounced random checks. The random selection process will be managed by the approved independent testing agency using a computer-based random number generator that gives all present an equal chance of being selected on each occasion.

**Test refusal**

Should a learner unreasonably refuse to submit to drug and alcohol testing then they will be subject to our disciplinary process.

Refusing to take a test includes, but is not limited to:

- Failure to consent to a test.
- Failure to cooperate with any part of the testing process.
- Failure to appear for testing at a collection site at the time allotted.
- Leaving the scene of a dangerous occurrence or an incident in which a specified or serious injury or fatality has occurred, without just cause and without submitting to a test.

**Disciplinary action**

Any learner who is found to be under the influence of drugs and/or alcohol during working hours will be suspended on full pay pending a disciplinary hearing, in accordance with the below table.:

| Circumstances for test          | Action   |
|---------------------------------|--|
| Periodically                    | Disciplinary procedures up to and including gross misconduct |
| Reasonable suspicion            | Disciplinary procedures up to and including gross misconduct |
| Post incident                   | Disciplinary procedures up to and including gross misconduct |
| Unannounced for plant operators | Disciplinary procedures up to and including gross misconduct |
| Unannounced random              | Disciplinary procedures up to and including gross misconduct |

Any learner found to be in possession of, or dealing in, illegal substances will removed from the grounds of AccXel immediately. This may result in the learner’s dismissal of employment for Gross Misconduct and removal from the apprenticeship programme. In all instances of this kind, the learner will be reported immediately to the police.

**Help and guidance.**

AccXel Contact: Nicola Bird [Nicola.bird@accxel.co.uk](mailto:Nicola.bird@accxel.co.uk) 07971846630

**FRANK**

Frank is a national helpline that offers free confidential advice and information about drugs - 0300 123 6600

**Release**

Release is a confidential helpline offering advice on drug use and legal issues – 020 7324 2989

**Alcoholics Anonymous**

Alcoholics Anonymous offers help and advice to overcome drinking problems. Call 0800 9177 650 or visit the website at [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk).

**Samaritans** – Call 116 123 (UK)

Signed: Nicola Bird, Managing Director

Date: 05.01.2023

A handwritten signature in blue ink, appearing to read 'N Bird', is located below the typed name 'Nicola Bird'.