

ALCOHOL AND DRUG POLICY

The MLT Group

Effective Date: 25th October 2024

Review Date: 25th October 2025

Approved by: Managing Director

1. Policy Statement

The MLT Group is committed to providing a safe, healthy, and productive working environment for all employees, contractors, candidates, and temporary workers. The misuse of alcohol and drugs can impair judgment, reduce performance, and increase the risk of accidents and health issues.

This policy outlines our expectations and procedures to prevent and manage alcohol and drug misuse in the workplace.

2. Scope

This policy applies to:

- All permanent and temporary employees of The MLT Group
 - Candidates and contractors placed with clients
 - Visitors and any person carrying out work on behalf of the company
-

3. Objectives

- To ensure a safe and effective working environment
 - To prevent accidents and poor performance caused by substance misuse
 - To support individuals who seek help for substance-related problems
 - To meet legal responsibilities under the **Health and Safety at Work Act 1974**
-

4. Definitions

- **Alcohol misuse:** Consumption that impairs work performance or breaches company rules
 - **Drug misuse:** Use of illegal drugs or the inappropriate use of prescription or over-the-counter medications
 - **Substance:** Includes alcohol, illegal drugs, legal highs, solvents, or misused medications
-

5. Rules and Prohibited Conduct

Employees and workers **must not**:

- Report to work under the influence of alcohol or drugs
- Consume alcohol or illegal drugs during working hours (including breaks and lunch)
- Possess, distribute, or sell illegal substances on company or client premises
- Use prescribed medication in a way that impairs their ability to work safely (without informing their line manager or HR, if relevant)

Violation of these rules may result in disciplinary action, up to and including dismissal.

6. Client Site Expectations

Temporary and contract workers must comply with any additional **client-specific drug and alcohol policies**.

Failure to adhere to these policies may result in removal from the assignment.

7. Testing

The MLT Group reserves the right to carry out **alcohol or drug testing**:

- Where required by clients (e.g., in safety-critical roles)
- Following an incident or reasonable suspicion of impairment
- Randomly, if part of client or industry-specific policy (e.g., logistics, construction)

Testing will be carried out in a fair, lawful, and confidential manner.

8. Support for Employees

We encourage employees and workers to seek help if they have a substance misuse problem.

Support may include:

- Signposting to occupational health or addiction services
- Adjustments to duties or working hours (where feasible)
- Confidential discussion with HR or management

Self-referral will be treated as a health issue rather than a disciplinary matter, unless safety or conduct is compromised.

9. Disciplinary Action

Disciplinary action may be taken for:

- Being unfit for work due to alcohol or drug use
 - Refusal to undergo testing (where applicable)
 - Possession or distribution of illegal substances
 - Repeated misuse despite prior warnings or support
-

10. Confidentiality

All information related to substance misuse or testing is treated in the strictest confidence and handled in accordance with the **UK GDPR** and our **Data Protection Policy**.

11. Policy Review

This policy will be reviewed:

- Annually
 - In response to legal changes or incident reports
 - As part of ongoing workplace health and safety assessments
-

Signed: __ MJ Turner _____

Mitch Turner – Managing Director

Date: _25th October 2024_____