

Alcohol and Substance Use Policy

Pro Language Ltd, McLintocks, S70 2NZ
Company Number: 11455383

Issued	December 2023
Recheck	December 2025

Introduction

We are committed to ensuring the health, safety, and welfare of our employees and those affected by our activities, and we will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance use.

The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

Scope

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns, and apprentices.

Policy

We will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance use.

The risk assessments will consider the scope of all work activities undertaken by us, in particular any safety critical operations, to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees, workers, contractors, volunteers, interns and apprentices.

We prohibit the drinking of alcohol by employees and contractors in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions.

We regard drinking to an 'unreasonable level' as any of the following situations:

- The individual is over the legal limit stipulated for driving.
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress, or offence to others.
- The individual continues to drink when instructed to stop by a manager.
- We expressly prohibit the use of any illegal drugs, including psychoactive substances, including those formerly known as 'legal highs', or any prescription drugs that have not been prescribed for the user.

It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances.

If any such incidents take place on our premises, at an associated venue, in any company vehicle or at a function where you are representing us, they will be regarded as serious, will be investigated by us, and may lead to disciplinary action and possible reporting to the police.

No employee or other person working for or on behalf of us and in connection with any work-related activity shall:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render them unfit and/or unsafe for work;
- Consume or be under the influence of drugs or alcohol while on duty;
- Store drugs or alcohol in personal areas such as lockers and desk drawers; or
- Attempt to sell or give drugs or alcohol to any employee or other person on our premises.

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and we will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence.

Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.

Review

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

Definitions

Pro Language ("we", "us", "our")

The Employee ("you")