

Alcohol, Drugs and Substance Abuse Policy

Introduction and scope

This policy applies to all NHBC employees including permanent and temporary employees, agency workers, contractors, consultants, self-employed workers and those on work experience.

NHBC is committed to ensuring that it provides and maintains a healthy and safe workplace for its employees. This policy is designed to:

- 1) Help protect employees from the dangers of alcohol, illegal drugs and other substance misuse
- 2) Encourage those with an alcohol, drugs, or substance abuse problem to seek help to address the problem.
- 3) Fully explain the serious disciplinary consequences for NHBC employees of not complying with the rules relating to alcohol, drugs, and substance abuse.

This policy has been drawn up in consultation with the NHBC Staff Association.

Definition

This policy relates to the misuse of alcohol, the possession and use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and of other substances such as solvents.

Policy aims

It is the intention to establish an environment in which employees feel free to raise problems relating to substance abuse. It is in the interests of both the individual and NHBC as an employer to recognise any issue relating to alcohol, illegal drugs, and substance abuse as early as possible, and to deal with the problem professionally and confidentially.

NHBC will provide support to any member of staff who seeks to overcome difficulties related to alcoholism, drugs or other substance abuse.

The policy also aims to ensure that employees are aware of:

- 1) The NHBC rules concerning alcohol, the possession and use of illegal drugs, and substance abuse
- 2) When the rules apply i.e. whenever on NHBC business, either on or off site, and either during or outside of normal working hours.
- 3) Possible disciplinary sanctions as a consequence of non-compliance.