Alcohol and drugs testing policy

# Purpose

The organisation has a strict policy against alcohol and drug misuse - particularly in the workplace - to keep the working environment safe, professional and pleasant. In order to enforce this effectively, the

organisation reserves the right to require employees to undergo random alcohol and drug tests.

This allows for an objective measurement of whether or not an employee has been abusing drugs and/or alcohol, meaning it is not necessary to rely on unreliable word of mouth. This policy - which will be used in conjunction with our Alcohol and Drugs Policy - sets out the procedure for testing.

# Test procedure

Drug and alcohol tests will be undertaken on a random basis. Any employee required to be tested will be asked by their line manager to attend the

following in order to give a blood,

urine or breath sample. No prior notice will be given for this test.

The test will be carried out by in the strictest confidence and privacy. The environment will be tightly controlled to ensure the results are fair and accurate.

Before the test occurs, the employee being tested will be asked to declare

any medication they are taking that could interfere with the results of the test.

The answers to this question will be kept confidential, although the person appointed to take the test may need to ask further questions about this medication to ascertain how it will affect the sample.

The test should prevent no risk to any employee who may be pregnant. However, it is advised that pregnant employees notify the person appointed to take the test of their pregnancy and raise any concerns they may have. Information about pregnancy will be kept strictly confidential.

Once the sample has been given, the employee being tested will need to confirm in writing that the sample belongs to them. It can then be sent away for testing.

# Refusal to take test

If an employee has a good medical reason not to take this test, the test may be waived or postponed as appropriate. Refusal to take this test for any other reason will not be accepted, and employees who refuse will be subject to

disciplinary action, up to and including dismissal.

# Positive results

will inform employees of the test results once they are available. In the case of a positive or unclear result, the organisation will consider whether another test would be appropriate, depending on the circumstances.

A positive test result will result in disciplinary action as covered by the Alcohol and Drugs Policy.

Responsibility

is responsible for the implementation of this policy Signed

Date

Review Date (recommend 3 years)