



Angard Staffing Substance Misuse Policy

Angard Staffing is committed to maintaining a working environment which is free from alcohol and drug misuse. Additionally, where Angard Staffing employees are placed on assignments with Royal Mail Group, Angard is committed to helping Royal Mail maintain a working environment which is free from alcohol and drug misuse. This policy sets out the principles and standards Angard employees are expected to adhere to in order to achieve this.

Main Topic Areas

- Overview
- Who is covered by this policy?
- Alcohol and Drugs at work
- Searches
- Drug Screening
- Management of Suspected Substance Misuse
- Providing Support
- Confidentiality
- Performance and Disciplinary Issues
- Review

Getting help

Please contact the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

For web access go to: www.angardstaffing.co.uk.

Overview

Angard Staffing (**Angard**) employees are from time-to-time assigned to Royal Mail Group Limited (**Royal Mail**) as temporary agency workers. In any such assignment it is important that you adhere to Royal Mail's standards and its commitment to providing a safe, healthy and productive working environment for all of its workers, customers and visitors. This includes ensuring that all Angard employees are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

This policy is effective from 1st April 2014.

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking of alcohol or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety. You will be deemed to be under the influence of alcohol or drugs where that is the reasonable opinion of a Royal Mail manager or supervisor with whom you are working.

All staff are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the employee involved but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage Angard's and/or Royal Mail's reputation and, as a result, Angard's or Royal Mail's business.

Angard will not accept employees arriving at work (whether at Angard premises or at Royal Mail premises when an employee is assigned to Royal Mail) under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Policy.

The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:

- All employees are aware of their responsibilities regarding alcohol and drug misuse and related problems; and
- Employees who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently.

Who is covered by this policy?

This policy covers all employees working for Angard at all levels and grades.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

Angard managers and, when Angard employees are on assignment with Royal Mail, Royal Mail managers or have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse. Royal Mail managers or supervisors have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

Where an Angard manager considers that a deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance via the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com.

When an Angard employee arrives at work and a Royal Mail manager or supervisor reasonably believes that they are under the influence of alcohol or drugs, the Royal Mail manager or supervisor will immediately contact Angard in order that the member of staff can be provided with assistance and an investigation can be undertaken.

If, during an assignment, you notice a change in an Angard colleague's pattern of behaviour you should encourage them to seek assistance through the Angard Helpline Number 084 5460 7318 or email angard.employee@reedglobal.com. If they will not seek help themselves you should draw the matter to Angard's attention by calling the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

Alcohol and Drugs at Work

During any assignment, you should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation from a Royal Mail manager or supervisor or working under the influence of alcohol may be considered serious misconduct.

We expect all our staff to comply with the drink-driving legislation at all times. Our reputation (and that of Royal Mail) will be damaged if you are convicted of a drink-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for Angard (and/or whilst on an assignment with Royal Mail) may lead to action under our Disciplinary Policy and could result in dismissal.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so you must call the Angard Helpline Number 0333 240 8502 or email angard.employee@reedglobal.com without delay.

Searches

During any assignment with Royal Mail, Royal Mail reserves the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks on our premises and packages sent to our address.

Any alcohol or drugs found as a result of a search will be confiscated and Angard will be informed. Action may be taken against the employee concerned under Angard's Disciplinary Policy.

Management of Suspected Substance Misuse

If a manager or supervisor of Royal Mail has reason to believe that you are suffering the effects of alcohol or drug misuse, for example, due to a deterioration in your work or behaviour, they will inform Angard and Angard will invite you to an investigatory interview. The purpose of the interview is to:

- discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour; and
- where appropriate, offer to refer you for medical and/or specialist advice.

If you are referred for occupational health or other medical advice, the advisor may ask for your consent to approach your GP for advice. A report will be sent to Angard. Any such report may also be shared with managers or supervisors at Royal Mail if appropriate. Following that we may reassess the reasons for the investigatory meeting with you and decide on the way forward, which may include further rehabilitation or action under the Disciplinary or Attendance Policies.

Confidentiality

Angard aims to ensure that the confidentiality of any employee experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting employees, some degree of information sharing is likely to be necessary.

If, during any assignment, you seek help with an alcohol or drug-related problem directly via the Angard Helpline Number without the knowledge of your supervisor at Royal Mail's premises the matter will be treated confidentially unless, in Angard's opinion, maintaining confidentiality could put you, your colleagues or anyone else at risk. In those circumstances you will be encouraged to inform an appropriate contact at Royal Mail giving you sufficient time to do so before they are sent a written report advising of any potential risks. You will be given a copy of this report.

Performance and Disciplinary Issues

If, having acknowledged an alcohol or drug-related problem, you undertake treatment and/or rehabilitation, we may decide to suspend any ongoing action against you for related misconduct or poor performance, pending the outcome of the treatment.

Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or continued.

Where to go for further information

Contact the Angard Helpline Number on 0333 240 8502 or email angard.employee@reedglobal.com if you have any queries about this policy. For web access please go to: www.angardstaffing.co.uk.

Review

This policy may be reviewed to ensure it remains effective and updated from time to time to meet Angard's requirements