

Introduction

Hub South East Scotland is committed to providing a safe, healthy and secure environment for all those who may be affected by its operations and activities. It recognises the inherent risks associated with illegal drug use, legal drug misuse and alcohol abuse. This Policy is designed to eliminate these risks from workplaces and their surrounding environments.

Aims and Basic Requirements

This Policy applies to all direct employees of Hub South East Scotland, agency and sub-contract employees whilst at their workplace and visitors to company premises or workplaces. All persons present at any Hub South East Scotland workplace must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.

Anyone taking prescribed drugs must consult their doctor on the risk of the drug affecting their fitness to work before reporting for duty. Where a risk is identified, they must report this to their supervisor before commencement of work and a risk assessment must be carried out.

Sub-contractors and Visitors

It will be a condition of contract with sub-contractor and agency firms that this Policy applies to anyone they send to work at a Hub South East Scotland workplace. Any person found in breach of any of its requirements will be permanently excluded from all Hub South East Scotland workplaces. Visitors to Hub South East Scotland workplaces should be notified of the requirements of this Policy.

Requests for Help

Hub South East Scotland will treat any requests for assistance from any employee of Hub South East Scotland who volunteers the information that they have a drink or drug related problem sympathetically. A request of this nature will not be accepted subsequent to, or immediately prior, to testing for alcohol and drugs. During any programme of treatment, the individual may remain subject to the requirement of this Policy whilst at work.

Testing

Hub South East Scotland may appoint a testing company to carry out random testing for alcohol and drugs if so requested by the Board. Testing may also be carried out on reasonable suspicion or following an accident or incident where deemed appropriate. Substances referred to as 'legal highs' are also covered under this Policy.

Hub South East Scotland Limited is not an employer however we operate under a series of management services and/or secondment agreements for providing staff members to Hub South East Scotland. References to Hub South East Scotland staff in this document includes all such staff members.

Where there is a client or local company requirement to work under another stricter policy, employees will be notified of any additional requirements to ensure conformance to that policy.

This policy is available on Hub South East Scotland website <https://www.hubsoutheastscotland.co.uk> and/or shared with Supply Chain partners.

The Company will not accept any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

Signed for and on behalf of the Board:



Paul McGirk
Chief Executive
Hub South East Scotland Limited

Reviewed: November 2023