

Zero Tolerance Drugs and Alcohol Policy



1. Policy Statement

Structura Project Services LTD (Structura) is committed to providing a safe, healthy, and productive working environment for all employees, contractors, clients, and visitors. The use, possession, sale, or distribution of illegal drugs, unauthorised prescription medications, or the misuse of legal drugs, as well as the consumption of alcohol, during working hours or on company property (including project sites and company vehicles), poses significant risks to safety, operational efficiency, and our professional reputation.

Therefore, Structura maintains a **zero-tolerance policy** regarding drugs and alcohol. This means that any detected presence of prohibited substances, or impairment due to alcohol or drugs, during working hours or on company premises/sites, will result in immediate and serious disciplinary action, up to and including termination of employment. This policy applies equally to all employees, contractors, sub-contractors, and any other individuals working on behalf of Structura.

2. Scope

This policy applies to:

- All Structura employees (permanent, fixed-term, temporary).
- All contractors, sub-contractors, consultants, and agency workers engaged by Structura.
- All company premises, including offices, workshops, and storage facilities.
- All project sites and client locations where Structura employees or representatives are working.
- All company-owned, leased, or rented vehicles.
- Any time an individual is conducting company business, regardless of location.

3. Definitions

- **Illegal Drugs:** Any drug or substance whose possession, use, sale, or distribution is prohibited by law.
- **Unauthorized Prescription Medications:** Prescription medications not prescribed to the individual, or prescribed medications being used in a manner inconsistent with the prescription.

- **Misuse of Legal Drugs:** Over-the-counter medications or prescribed medications that are used in a way that impairs an individual's ability to perform their job safely and effectively.
- **Alcohol:** Any beverage containing alcohol.
- **Working Hours:** All time spent on duty for Structura, including scheduled work time, overtime, breaks, and travel time when engaged in company business.
- **Company Property/Premises:** Any land, buildings, offices, sites, or vehicles owned, leased, or operated by Structura.
- **Impairment:** Any physical or mental state that reduces an individual's ability to safely and effectively perform their job duties, regardless of the cause.

4. Why a Zero-Tolerance Policy?

Our zero-tolerance approach is critical for several reasons:

- **Safety:** The built environment sector, particularly on project sites, involves inherent risks. Impairment from drugs or alcohol significantly increases the risk of accidents, injuries, and fatalities for the impaired individual and their colleagues.
- **Productivity & Quality:** Impairment negatively impacts concentration, judgment, decision-making, and coordination, leading to decreased productivity, errors, and compromised quality of work. Our **Quality Management Policy** relies on employees performing to the highest standards.
- **Legal & Regulatory Compliance:** This policy ensures compliance with relevant health and safety legislation and other legal obligations.
- **Reputation:** Maintaining a drug-free and alcohol-free workplace protects Structura's reputation for professionalism, integrity, and reliability. Our **Corporate Social Responsibility Policy** and **Anti-Bribery and Corruption Policy** underscore our commitment to ethical conduct.
- **Duty of Care:** Structura has a duty of care to provide a safe working environment for all personnel.

5. Prohibited Conduct

The following actions are strictly prohibited under this policy:

- **Reporting for Duty Impaired:** Reporting for work, or remaining at work, while under the influence of alcohol, illegal drugs, or any medication (legal or otherwise) that impairs job performance or safety.
- **Consumption/Use:** Consuming or using alcohol or illegal drugs during working hours, including breaks, or on company property/sites.
- **Possession:** Possessing illegal drugs or unauthorized prescription medications on company property/sites or while conducting company business.

- **Sale/Distribution:** Selling, purchasing, or distributing illegal drugs or unauthorized prescription medications on company property/sites or while conducting company business.
- **Refusal to Cooperate:** Refusing to comply with a legitimate request for drug or alcohol testing as per this policy.
- **Tampering:** Tampering with, adulterating, or attempting to compromise drug or alcohol tests.

Note on Prescription/Over-the-Counter Medications: If an employee is taking prescribed medication or over-the-counter medication that may affect their ability to perform their duties safely (e.g., causing drowsiness, impaired judgment), they *must* inform their line manager immediately. Structura will then assess the situation and, if necessary, implement temporary adjustments to duties or require a medical clearance before the employee can resume full duties. Failure to disclose such information may be considered a breach of this policy.

6. Testing

Structura reserves the right to implement drug and alcohol testing in accordance with legal requirements and industry best practices. This may include:

- **Pre-Employment Testing:** As a condition of employment for certain roles (e.g., safety-critical positions).
- **Random Testing:** Unannounced testing of a percentage of the workforce, particularly in safety-sensitive areas.
- **For Cause / Reasonable Suspicion Testing:** When there is a reasonable suspicion that an employee is impaired due to drug or alcohol use based on observable behaviour, performance, or other indicators.
- **Post-Incident/Accident Testing:** Following any work-related accident, incident, or near-miss where drug or alcohol use may have been a contributing factor.
- **Return-to-Duty Testing:** As a condition for returning to work after a violation of this policy or participation in a rehabilitation program.
- **Follow-Up Testing:** Unannounced testing for a specified period after an employee has returned to duty following a violation or rehabilitation program.

All testing will be conducted by qualified third-party professionals, ensuring confidentiality, accuracy, and adherence to chain-of-custody protocols.

7. Support and Rehabilitation

While Structura maintains a zero-tolerance policy for violations, we recognise that drug and alcohol dependency can be a serious health issue.

- **Voluntary Disclosure:** Employees who voluntarily disclose a drug or alcohol dependency *before* a violation of this policy occurs, and *before* being identified for testing, may be offered support and assistance in seeking appropriate treatment or rehabilitation. This may include access to counselling services or referrals to external support programmes.
- **No Guarantee of Employment:** Such voluntary disclosure and participation in rehabilitation do not guarantee continued employment if performance or conduct standards are not met, nor do they protect against disciplinary action if a violation of this policy has already occurred.
- **Confidentiality:** All information regarding an employee's participation in a drug or alcohol rehabilitation program will be treated with strict confidentiality.
- *If you require help or guidance on this matter, or if you wish to discuss concerns regarding someone else. Please speak to Gary Haslam in confidence. We are here to help.*

8. Confidentiality

All information gathered under this policy, including test results and details of any disciplinary action, will be treated with the utmost confidentiality and will only be disclosed on a need-to-know basis or as required by law. This aligns with our **Information Security and GDPR Policy**.

9. Consequences of Violation

Any violation of this Zero Tolerance Drugs and Alcohol Policy will result in serious disciplinary action, which may include, but is not limited to:

- Immediate removal from duty.
- Suspension without pay.
- Mandatory participation in a rehabilitation program (at the employee's expense, unless otherwise agreed).
- Termination of employment.
- In cases involving illegal activities, Structura may notify law enforcement authorities.
- For contractors or third parties, breaches may lead to immediate termination of contracts.

10. Reporting Concerns

All employees have a responsibility to report concerns regarding potential violations of this policy, particularly if they believe a colleague is impaired and poses a safety risk. Concerns should be reported to:

- Your line manager or a senior manager.
- The Human Resources department.
- The Fleet Manager (Dennis Haslam), if related to vehicle use.

All reports will be treated with confidentiality and investigated promptly. No individual will suffer any detriment as a result of reporting a concern in good faith.

11. Policy Review

This Zero Tolerance Drugs and Alcohol Policy will be reviewed annually, or more frequently if required by changes in legislation, industry best practices, or Structura's operational needs, to ensure its continued suitability and effectiveness.

Date of Last Review: 13/08/2025

Approved By: G. Haslam - Director, STRUCTURA Project Services LTD