



the SES Group place public safety at the forefront of all aspects of our planning. Our commitment to success means that we aim to deliver the most effective service for our customers and staff and to comply with all appropriate legislation. We invest in the training and development of our staff and recognise the importance of their wellbeing in achieving business success.

Our aim is to ensure that our staff understands the consequences of alcohol consumption on their health and wellbeing and the implications for drinking in relation to work.

### **Why have a policy?**

the SES Group recognises that alcohol is a positive part of life for many people and that most of the time social drinking doesn't cause any problems. However, for some people alcohol use can become problematic. This document outlines the alcohol policy and the role and responsibility for our staff and the organisation more broadly.

The Health and Safety at Work etc. Act 1974 requires that employers ensure, as far as is reasonably practicable, the health, safety and welfare of employees. We consider the wellbeing of our staff is critically important. Our values mean that we not only comply with the letter of the law but that we use practical ways to enhance and embed the spirit.

As the market leader in event and venue management we aim to embody best practice in safety and welfare matters.

### **The rules**

**It is a requirement of the SES Group and any sub-contractors representing the SES Group that no employee shall:**

- Report or attempt to report for work having recently consumed alcohol or being under the influence of drugs.
- Report for work in an unfit state due to the use of alcohol or drugs.
- Be in possession of alcohol or drugs in the workplace or supply or attempt to supply them in the workplace.
- Consume drugs and / or alcohol while at work.

**The SES Group shall undertake regular drugs and alcohol screening under the following circumstances:**

- Following an incident where drugs / and or alcohol may be considered as a contributing factor.
- Where there is cause to suspect that an employee is using or is under the influence of drugs and /or alcohol.
- Random Drugs and Alcohol screening shall take place, involving 5% of all staff on an annual basis.
- Refusal to undertake Drugs and Alcohol tests will be considered a positive result with the appropriate action taken against the individual.

the SES Group expects that its staff behave in a professional manner at all times. Part of that professionalism means that our staff should never be under the influence of alcohol whilst on duty.

Any amount of alcohol in the blood can have a detrimental effect on your ability to do your job. This impairment can be worsened by tiredness, stress or other factors. It is your responsibility to ensure that you are not under the influence of alcohol when reporting for work, or during working hours, nor that you are suffering from the effects of drinking alcohol prior to attending work.

**The SES Group shall not tolerate departure from this policy and shall take appropriate disciplinary action, which may result in the dismissal from employment. This policy shall be reviewed annually as part of the management review to ensure policy adequacy is maintained.**

### **Responsibility**

The Managing Director has overall responsibility for ensuring the alcohol policy is implemented. On a day-to-day basis this duty is undertaken by line managers.

### **Whistleblowing**

If you are concerned about a colleague that may be affected by alcohol misuse you have a duty to report this to your line manager (or HR). In such circumstances your concern will be treated with respect and credibility and where appropriate, your identity will not be disclosed to the person concerned.

### **Confidentiality**

Any alcohol problem that you disclose will be treated in strict confidence.



## Having difficulty with alcohol

the SES Group realises that seeking help for alcohol problems can be a daunting prospect. However, any member of staff that feels they are having difficulty with alcohol will be treated with a non-judgmental, sympathetic response. Where possible, you will be provided an opportunity to discuss the matter with HR (or your line manager) and will be referred for support, either internal or external to the organisation.

## Information

the SES Group has a commitment to providing employees with general information about the effects of drinking alcohol on health and safety.

## Drugs

Drugs remain in a person's system for up to 72 hours and continue to impair the person's ability to function normally.

## Alcohol

On average it takes one hour for a unit of alcohol to process through your body. However this time can vary dependent on your gender, weight and other factors. However, it is important that you understand the amount you drink and the length of time that it is likely to remain in your system.

## Units/ measures

- 1 measure of spirits (35ml) = 1 unit
- 1 pint of lager (5%) = 1.5 units
- 1 large glass of wine (250ml, 13%) = 3 units

## Daily guidelines

It is recommended that you do not regularly exceed:

- Men, 3-4 units per day
- Women, 2-3 units per day.

## Training

Well-trained staff are the heart of our business. In addition to role-specific training all staff will receive information about sensible drinking guidelines, ways to remain healthy when consuming alcohol and their role in promoting responsible alcohol consumption.

## Disciplinary action

*The circumstances in which disciplinary action will be taken.* Examples include:

- Reporting for work under the influence of alcohol or suffering the after effects of over consumption.
- Reporting for work being under the influence of drugs.
- Promoting irresponsible alcohol consumption – i.e. by egging others on to drink.
- Failure to whistle-blow if aware of a colleagues' over consumption.
- Bringing the organisation into disrepute by means of poor attitude/behaviour around alcohol / and or drugs.
- In some circumstances an intensive retraining programme may be required or a three-strikes approach adopted.

## Reporting for duty

Any staff member reporting for work under the influence of alcohol or hungover will not be considered fit for work and will be required to take the day as leave.

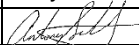
Staff may be required to take part in alcohol screening as part of the SES Group's commitment to healthy and alcohol-free working practices.



the **SES GROUP**

# Alcohol & Drugs non Rail Policy

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Revision	Prepared by	Approved by	Issue Date	Description of Modifications Made
5	RJ - AS	TB - MD	27/07/17	Update on content
4	RJ - AS	TB - MD	01/04/16	Change of MD
3	RJ - AS	GH - MD	27/05/15	Website Address
2	SD - AS	TB - MD	06/05/14	Logo Change
1	SD - SA	TB - MD	01/11/11	N/A first issue