

## HR Policy

<b>Subject:</b> SUBSTANCE MISUSE POLICY	<b>Policy Number: 2.2</b>	
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### 1. PURPOSE

- 1.1. To raise employee awareness of substance misuse and proactively support the well-being and good health of our employees. Drugs, alcohol, and other substance abuse can have an undesirable impact on the personal and working lives of employees and others.
- 1.2. Problems from drug and alcohol misuse include long-term health issues for staff, increased absenteeism, and heightened safety risks for employees and third parties
- 1.3. To provide support for employees who refer themselves as suffering from a dependency, subject to the scope of the rehabilitation provision of this policy.
- 1.4. Raise awareness of the early signs and symptoms of alcohol and substance abuse.
- 1.5. To ensure that all employees and relevant third parties understand that the Company has a zero-tolerance approach towards anyone being under the influence of drugs, alcohol, or other intoxicating substance in the workplace
- 1.6. That all employees and relevant third parties are made aware of the disciplinary outcomes of reporting to work under the influence of drugs, alcohol, or other intoxicating substance

### 2. SCOPE

- 2.1. This policy applies to anyone working at or visiting the Leyland Trucks site.

### 3. RELATED POLICY

- PACCAR Standard Policy SP84 Drugs and Alcohol Misuse.
- HR 2.4 Sickness Absence Policy.
- HR 2.8 Disciplinary Policy and Procedure.
- HR 11.2 Employment Health Screening

### 4. GENERAL PRINCIPLES

- 4.1. The company has a legal obligation to ensure, as far as reasonably practicable, the health, safety, and welfare of our employees at work. This obligation also extends to third parties present on-site. These responsibilities include managing any health and safety risks posed by employees who are under the influence of drugs, alcohol, or other substances.

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- 4.2. All employees are required to undertake drug / alcohol screening as part of their pre-employment conditions. A refusal to undertake the screening, provision of an adulterated sample or a proven non-negative outcome will result in the offer being withdrawn.
- 4.3. All employees and third parties can be subject to testing whenever there is reasonable suspicion to believe an employee is working under the influence of drugs or alcohol. A drug and alcohol testing form must be completed in every case. Refer to Appendix A.
- 4.4. All employees can be subject to random drugs and alcohol testing when deemed necessary by the Company.
- 4.5. The Company will apply disciplinary procedures for all non-negative drug tests and positive alcohol results.
- 4.6. Refusing to undergo testing, incapable of providing consent, provision of an adulterated sample or failing to provide a sample will be treated as a proven non-negative result.
- 4.7. All donors who do not produce a negative result must be offered appropriate onward travel arrangements to ensure their safety and the safety of others. If an employee declines the offer of onward travel and there is reasonable suspicion that they may attempt to operate a vehicle whilst under the influence, the matter should be escalated immediately. In such circumstances, the police must be notified to prevent potential harm and to comply with legal and duty-of-care obligations.
- 4.8. Employees who believe they have a substance dependency are encouraged to proactively self-refer to the Company for support.
- 4.9. Employees required to undergo drug and alcohol testing are entitled to representation by a trade union representative or a workplace colleague.

## 5. TESTING RATIONALE

- Reasonable suspicion
- Random
- Specific monitoring (fit for work / monitoring contract – refer to process flow diagrams)

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### **6. OUT OF HOURS TESTING**

6.1. In any instance of reasonable suspicion regarding an employee, the line manager must be informed before any testing is conducted. This ensures that appropriate procedures are followed, and confidentiality is maintained. Seren Laboratories Services should be contacted using the telephone / security pin numbers below:

- 01873 856771
- PIN 14102

6.2 When an employee requests representation outside of normal working hours contact can be made with the nominated members of the Employee Representative Committee (if available) or a workplace colleague.

- S Welch 07914 814286

6.3 The conditions placed on out hours testing is consistent with this policy

### **7. REHABILITATION**

7.1. The Company is committed to supporting the rehabilitation of employees who disclose a substance misuse dependency.

7.2. Employees who are selected for drug or alcohol testing must understand that any claims of substance misuse dependency made retrospectively after the selection for testing will not be considered valid.

7.3. Following an employee self-referral, an evaluation will be conducted. If substance misuse is identified, the employee can be offered a rehabilitation contract over a 12-month period.

7.4. In the absence of overriding safety concerns, management will not be informed without employee consent due to medical confidentiality rules.

7.5. Employees are required to adhere to the terms and conditions of the rehabilitation contract.

7.6. Authorised time off for treatment will be granted in accordance with HR 2.4 Sickness Absence Policy.

7.7. An employee will be subject to one rehabilitation contract. Any subsequent substance misuse or dependencies at any future date will be managed under the disciplinary policy.

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### **8. DISCIPLINARY PROCEDURE**

8.1. To maintain a safe working environment, the Company will invoke disciplinary procedures in all cases of substance misuse. Disciplinary actions can be initiated but not limited to the following circumstances:

- If an employee refuses to take a test, adulterates a sample or if they are unable to provide a sample.
- If an employee returns a test result for alcohol above the cut-off limit or a positive drugs test result.
- If an employee has declared a substance dependency but is unwilling or unable to adhere to the terms and conditions of their rehabilitation contract.

### **9. PRESCRIPTION MEDICATION**

9.1. Employees are required to inform the Company of any prescribed medication that may affect their ability to perform their duties safely. Guidance relating to prescribed medicinal cannabis is provided in Appendix C.

### **10. MISUSE OF DRUGS ACT 1971**

10.1. The Company is aware that the Misuse of Drugs Act 1971 states that anyone occupying or managing a premises commits an offence if they knowingly allow possession, supplying or production of controlled substances on that premises.

10.2. In all cases where evidence indicates that there has been a breach of the law, the police will be informed.

### **11. THIRD PARTIES**

11.1. The Company will ensure that the Substance Misuse Policy is communicated to all potential third parties operating on-site.

11.2. Employees of third-party contractors found to be under the influence of drugs or alcohol will be permanently banned from site.

11.3. Employees of third-party contractors refusing or failing to undertake testing will be permanently banned from site

## **APPENDIX A**

### **Drug and Alcohol Testing Form** [\(available to download\)](#)

This document records the assessment of an employee, or third party suspected of being under the influence of drugs or alcohol at work.

Addressing an individual of being under the influence of drugs or alcohol in the workplace requires careful consideration and a balanced approach. It is important to prioritise safety, adhere to company policies, and provide support to the individual involved.

Name of person		Job role	
Employee No.		Cost centre	
Organisation			
Date		Time	
Name of manager		Job role	
Additional notes:			

<b>Testing Rationale</b>		<input checked="" type="checkbox"/>
1	Employee/third-party exhibiting behaviours or symptoms that may suggest they are under the influence of drugs or alcohol at work, such as	
	• Noticeable changes in typical behaviours of conduct	
	• Employee smelling of alcohol or drugs	
	• Erratic or inconsistent performance	
	• Difficulty maintaining focus or concentrating on tasks	
	• Unusual irritability, agitation, or signs of aggression	
	• Unexplained or sudden mood swings	
	• Physical indicators such as dilated pupils / bloodshot eyes / lack of coordination	
	• Signs of depression, fatigue, or notable dips in wellbeing– often post-weekend	
• Frequent absenteeism, short term absences, or emerging attendance patterns		
2	Report has been made?	
3	Illegal substances or alcohol discovered in the workplace?	
4	Testing as part of a rehabilitation / fit for work / active monitoring contract?	
5	Random testing	
Is the employee / third-party aware that they are required to provide samples		Yes No
Reporting manager signature:		Date:

### Right of Representation

I acknowledge that I was given the opportunity to have a union representative or workplace colleague present during this drug and alcohol test, and I have chosen to decline that right.

Donor Name (Print):	Donor Signature:	Date:
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#### This section to be completed by OH Dept. / Collection Officer



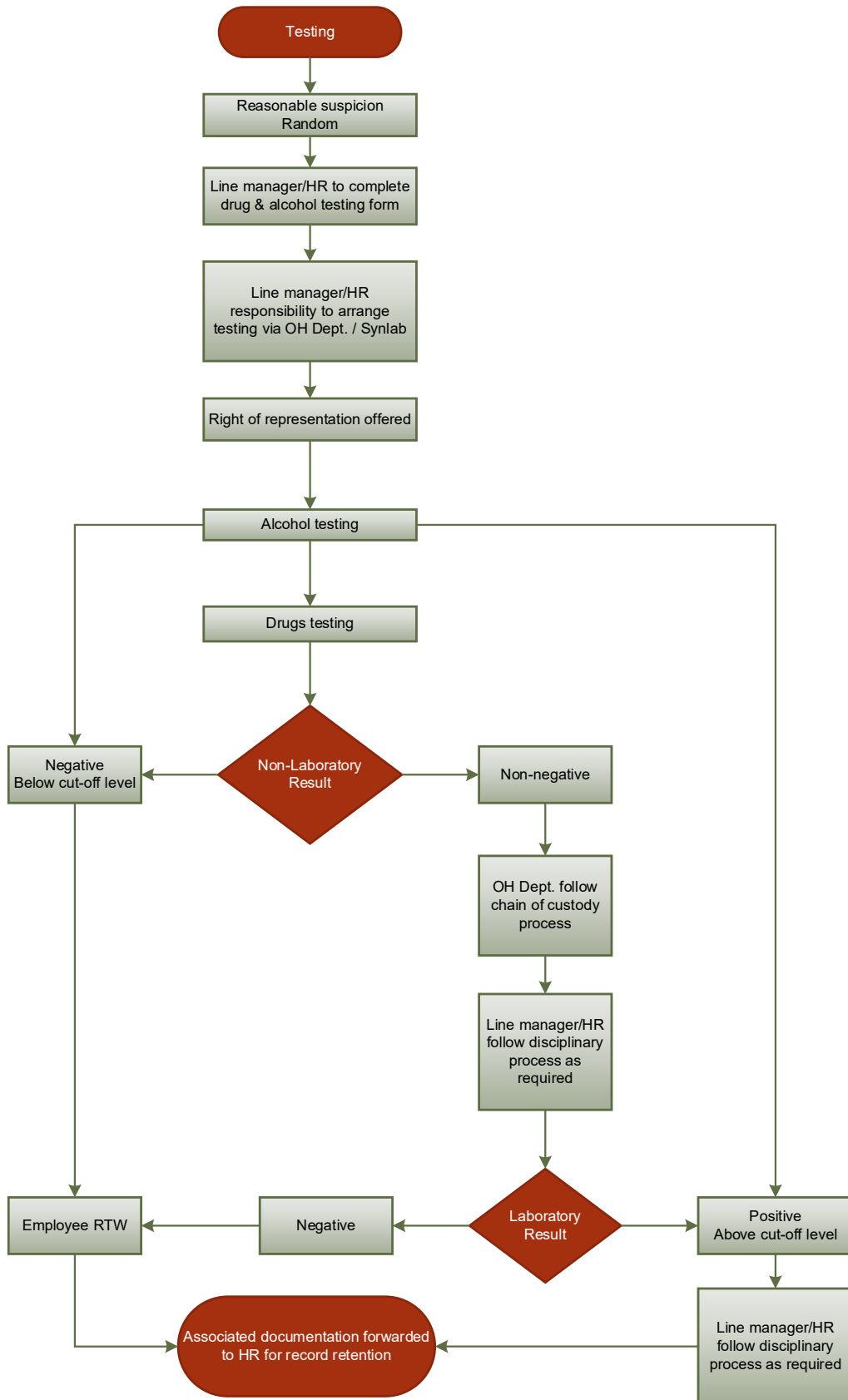
*Testing rationale completed	Yes / No	<b>*Mandatory in all cases</b>	
Alcohol breath test conducted	Yes / No	Result	Passed ( $\leq 35\mu\text{g}$ per 100ml)
			Failed ( $\geq 35\mu\text{g}$ per 100ml)
Drug testing conducted	Yes / No	Result	Negative
			Non-negative
Chain of custody procedure required	Yes / No	Signed:	Date:

Additional Notes:

**Completed form to be returned to HR Dept.**

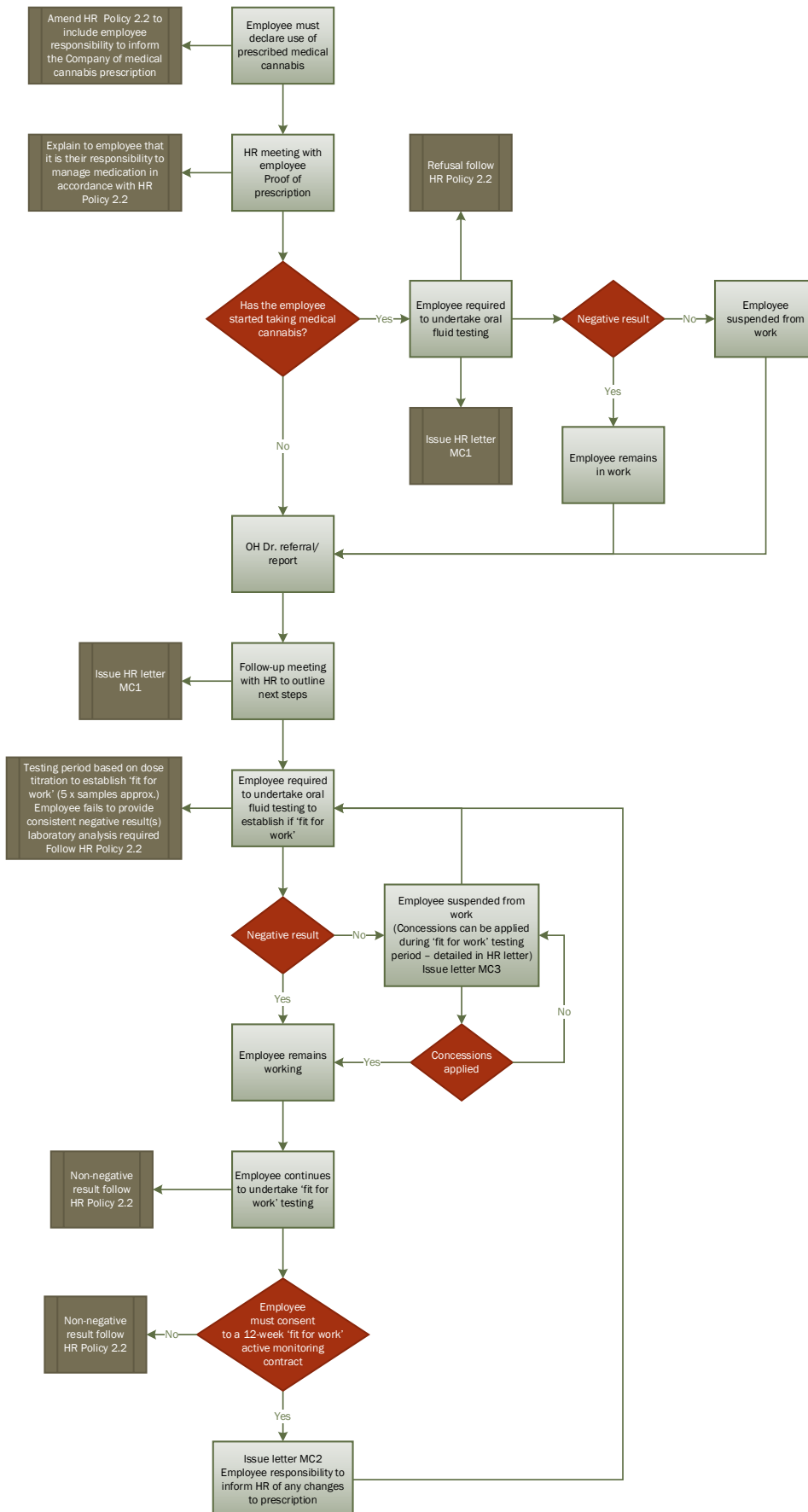
# APPENDIX B

## Employee Drugs and Alcohol Testing Process Flowchart



# APPENDIX C

## Medicinal Cannabis Flowchart



## APPENDIX D

### Rehabilitation Contract

Subject: Confirmation of Your Rehabilitation Plan

Dear (employee name)

I am writing to confirm our management plan for your **drug and alcohol** rehabilitation over the next 12 months, following our recent discussions.

The Company will support your rehabilitation programme. As stated in the Substance Misuse Policy, you are required to undergo random **alcohol breath testing and drug** urine testing over the next 12 months to maintain a substance-free state and ensure workplace safety. Testing may also occur at any time with reasonable suspicion.

Please note that a positive (above cut-off level) test during the rehabilitation period will be considered a serious disciplinary matter, which could lead to immediate dismissal for gross misconduct. Your 12-month rehabilitation period will commence from (date)

To support you during this period the Company requires you to:

- Attend monthly support meetings with the Occupational Health Department. It is your (employee) responsibility to arrange the initial meeting.
- Engage with local drug and alcohol services signposted by the Occupational Health Department.

We wish you success in completing the rehabilitation programme. Please do not hesitate to contact the Human Resources or Occupational Health Departments if you need additional support.

Your Sincerely.

Human Resources

I have read the above rehabilitation contract, and I confirm my acceptance of random **drug and alcohol** testing.

Signed

Date