



## DRUGS POLICY

Illegal substances come in many forms, but in general all will alter the way in which people consuming them perceive the world around them. Ecstasy, for example, reportedly often freely available within many dance venues, makes people feel 'spaced out' and slightly dizzy, whilst heroin (which can be smoked, sniffed through the nose or injected) slows people down and makes them feel sleepy and detached from reality. Other drugs, such as LSD and magic mushrooms, cause those who take them to hallucinate. This means they either see and hear things that do not exist, or see and hear things that do exist but in a totally different way.

Because of these effects, it is not hard to appreciate how those under the influence of illegal substances can be a danger both to themselves and to their colleagues. Whilst this danger might not be as great in an office environment as it would be, for instance, on a site, the fact remains that the effect of the substance will alter the work contribution individuals will be able to make, and affect their performance within the work team.

As a consequence, anyone considered to be under the influence of illegal substances whilst at work (whether consumed during working hours or not) will be subject to disciplinary proceedings.

If ADANA CONSTRUCTION LTD reasonably believes that anyone is under the influence of drugs at work as a result of an abuse problem, then the outcome of any disciplinary procedure will generally include requesting that the person seek help from one or more of the bodies listed below.

*Note: ADANA CONSTRUCTION LTD appreciates that many people who consume illegal substances would like to quit the habit yet may not be aware of the organisations to which they can turn for help, support and advice. Likewise, many others may be the family or friends of users who would equally welcome such assistance. It is therefore considered appropriate to give details of these organisations. All will treat your enquiry as confidential, and if they are not able to assist you directly will be able to refer you to someone who can.*

**The National Drugs Helpline (operates a 24-hour helpline)**

Telephone: 0800-776600

**ADFAM National**

Telephone: 020-7928 8900 (Monday–Friday, 10.00–17.00)

**Families Anonymous**

Telephone: 020-7498 4680 (Monday–Friday, 13.00–17.00)

From time to time all of us suffer ailments for which legally prescribed or legally available drugs are required, either to rectify the ailment itself or to relieve the symptoms suffered. Whilst in many cases the ailment will be temporary, in others it will be longer-term. Just as with illegal substances, however, the drugs we take legally will have some form of side effect. It is of importance that, where this side effect is likely to affect your performance in any way (for instance you are likely to feel drowsy), you are to notify ADANA CONSTRUCTION LTD of this fact and the details.

Our aim is to protect your safety and, in certain cases (in particular if you normally work with powered machinery), it may be necessary to move you to lower risky activities.

This policy applies to all employees of ADANA CONSTRUCTION LTD.

Signed:



Managing Director

Date:

12<sup>th</sup> Oct. 2009