



DRUGS AND ALCOHOL POLICY

1. Purpose

The purpose of this Drugs and Alcohol Policy is to ensure a safe, healthy, and productive work environment at MALYK LTD. This policy outlines our approach to preventing drug and alcohol misuse in compliance with relevant UK legislation, including the Health and Safety at Work etc. Act 1974.

2. Scope

This policy applies to all employees, contractors, and visitors at all MALYK LTD locations.

3. Policy Statement

MALYK LTD is committed to maintaining a workplace free from the effects of drug and alcohol misuse. The misuse of drugs and alcohol can impair performance, pose health and safety risks, and undermine the trust and integrity of our working environment.

4. Definitions

- **Drug Misuse:** The use of illegal drugs and the misuse of prescription or over-the-counter drugs.
- **Alcohol Misuse:** The consumption of alcohol that impairs an individual's ability to perform their job safely and effectively.

5. Prohibited Conduct

MALYK LTD prohibits the following conduct:

1. **Alcohol:**
 - Consuming alcohol during working hours or on company premises.
 - Reporting to work under the influence of alcohol.
2. **Illegal Drugs:**
 - Possessing, using, distributing, or selling illegal drugs on company premises or during working hours.
 - Reporting to work under the influence of illegal drugs.
3. **Prescription and Over-the-Counter Drugs:**
 - Misusing prescription or over-the-counter drugs that impair the ability to perform job duties safely and effectively.

6. Responsibilities

- **Management:**
 - Promote awareness of this policy and ensure its implementation.

- Provide support and resources for employees dealing with drug or alcohol misuse.
- **Supervisors and Managers:**
 - Monitor and manage employee performance and behavior in accordance with this policy.
 - Address any concerns or incidents related to drug or alcohol misuse promptly.
- **Employees:**
 - Comply with this policy and report any concerns or incidents related to drug or alcohol misuse.
 - Seek help if struggling with drug or alcohol misuse.
- **Human Resources:**
 - Provide support and guidance on issues related to drug and alcohol misuse.
 - Ensure that disciplinary actions are taken in accordance with this policy.

7. Support and Rehabilitation

MALYK LTD is committed to supporting employees who seek help for drug or alcohol misuse. Employees are encouraged to seek assistance through:

- **Employee Assistance Program (EAP):** Confidential counseling and support services.
- **Health and Safety Officer:** Guidance and resources on managing drug or alcohol issues.

8. Testing

MALYK LTD reserves the right to conduct drug and alcohol testing under the following circumstances:

- **Pre-Employment Testing:** As part of the recruitment process.
- **Reasonable Suspicion Testing:** When there is a reasonable belief that an employee is under the influence of drugs or alcohol.
- **Post-Incident Testing:** Following a workplace incident where drug or alcohol use is suspected.
- **Random Testing:** As part of a routine or unannounced testing program.

9. Confidentiality

All information related to drug and alcohol issues will be treated confidentially and disclosed only to those who need to know in order to manage the issue effectively.

10. Disciplinary Action

Violations of this policy may result in disciplinary action, up to and including termination of employment. The specific action taken will depend on the severity of the violation and any mitigating circumstances.

11. Policy Review

This policy will be reviewed annually and updated as necessary to ensure its continued effectiveness and compliance with legislation.

Imran, Founder
MALYK LTD

Date: 1st July 2024