

Abbott Toxicology Ltd

Document No: CGP8008
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TITLE: DRUG AND ALCOHOL POLICY

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1 PURPOSE

This Drug & Alcohol Policy details the measures in place to control the risks posed by the use or misuse of drugs and alcohol by employees and contractors working for, or on behalf of Abbott Toxicology, AHCC or IG Innovations Ltd. It is designed to deliver compliance with the requirements of relevant statutory legislation, to protect the Health and Safety of employees and to ensure the safety of customers and the public in general.

The Company has a general duty under section 2 of the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of its employees. Were the Company to tolerate the misuse of alcohol or drugs at work, both the employee involved in such misuse and other employees could be placed at risk.

2 SCOPE

This Policy applies to all Company staff, contractors and individuals working for or on behalf of Abbott Toxicology, AHCC or IG Innovations Ltd, including Collection Officers and employees of other Abbott entities. It applies at, or in, any company premises and any location which an employee or contractor is required to attend for the purpose of their employment. This includes travelling to or from such locations. It applies during working hours and includes any period of overtime, shift work, breaks/rest periods and periods of standby or emergency call out duty.

Where employees or contractors are called to work unexpectedly outside of normal working hours and consider they are unfit for work, they should not make themselves available to work. This does not apply to employees or contractors who are on standby or on-call, who must ensure during their on-call period that they remain fit for work.

This policy covers the use and misuse of drugs which include alcohol, solvents, legal and illegal drugs, prescription and over-the-counter medicines and other substances that could adversely affect work performance and/or health and safety.

The policy will be applied equally, regardless of grade or status.

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3 DEFINITIONS

Definitions pertain to this document only

TERM / ABBREVIATION	DEFINITION
Unfit for duty through drug and alcohol misuse	A person has drugs or alcohol in their body at a level that would cause them to test positive in either the Company's drugs or alcohol test.
Contractors	Includes all agency staff, contractors and any other persons working for or on behalf of Abbott Toxicology, AHCC and IG Innovations Ltd
Dismissal	Termination of employment, and in the case of contractors, termination of contract.
Drug	Any substance that affects the way in which the body functions physically, emotionally or mentally. This includes, but is not limited to, alcohol, solvents, over-the-counter and prescribed medicines, new legal highs and illegal substances.
Alcohol	Refers to any beverage that contains ethyl alcohol including but not limited to beer, wine, pre-mix drinks and other spirits.
Employee	A person directly employed by Abbott Toxicology, AHCC or IG Innovations Ltd.
Incident	Unplanned, uncontrolled event which could have resulted in or did result in death, ill health, injury or other loss.
Safety-critical and operationally critical	Refers to tasks or activities that have the potential to import safety and operational risk onto the Company's premises or vehicles. Roles that are deemed safety-critical or operationally critical include but are not limited to warehouse staff, laboratory staff, collection officers, nurses, field based commercial staff.
Laboratory	A testing facility accredited to the ISO:17025 standard where the sample collected is analysed.
Company Premises	This includes any company buildings, land and car parks. For the purposes of this policy, company vehicles are also considered company premises.

4 REFERENCES

DOCUMENT NUMBER	DESCRIPTION
CGP8054	Drug and Alcohol Testing Procedure

ASSOCIATED FORMS	DESCRIPTION
None	

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5 RESPONSIBILITIES

ROLE / FUNCTION	RESPONSIBILITY
Managers	<p>All managers are required to:</p> <ul style="list-style-type: none"> • Be familiar with the policy and procedures. • Ensure their members of staff understand and comply with the Policy. • Ensure their members of staff understand the need to ascertain the effects any medication they are taking has on them • Recognise impaired workplace performance or behaviour likely to be caused by the misuse of drugs or alcohol. • Take appropriate action if drug or alcohol misuse is suspected. • Be able to take appropriate action should a member of staff disclose a drug and alcohol misuse problem.
Employees	<p>All employees and contractors are required to:</p> <ul style="list-style-type: none"> • Comply with the Policy. • Be familiar with the Policy and Procedures and the disciplinary implications resulting from the Policy. • Ascertain from their GP or pharmacist if medication they are taking (individually or in combination with other medication they are taking) could impair their ability to perform a safety-critical and operationally critical task, and if so, to report their use of the medication before any such task is undertaken. • Seek help for themselves or to encourage colleagues to seek help if they have problems arising from drug or alcohol misuse.

6 REQUIREMENTS

6.1 Health And Safety Information:

All personnel must comply with the Company Health & Safety policies

6.2 Training

Training will be assigned via Metro.

7 RULES

- No employee or contractor may report for work while unfit to do so through the use or misuse of drugs or alcohol.
- No employee or contractor may possess (unless for legitimate medical or work operational reasons), sell or give away drugs whilst at work or during working hours.
- No employee or contractor may consume drugs (unless for legitimate medical reasons) or alcohol whilst at work or during working hours.
- Alcohol for domestic consumption should not be left at work for longer than necessary. It should be stored away and remain unopened whilst on Company premises.

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- No employee or contractor undertaking safety-critical tasks should take prescribed or non-prescribed medication that has the potential to affect their ability to work safely, without informing their manager or supervisor.
- Employees or contractors involved in Police or Court proceedings arising from a drug or alcohol related offence (including, but not limited to driving offences) must report the matter immediately to their manager or supervisor and HR.

There may be occasions where corporate events, customer meetings and team celebrations are organised during the working day. Alcohol can only be consumed at these events with the express permission of a member of the Leadership Team. Employees and contractors who return to work following these events must ensure they remain within the rules of this policy in relation to the breath alcohol limit.

Employees and contractors who are representing the company at conferences, offsite meetings and events where alcohol is served and consumed, may drink alcohol. Their alcohol consumption should not be to excess, where their behaviour brings the Company into disrepute. Any such behaviour will be investigated and normally dealt with under the Disciplinary Procedure.

If requested, employees are required to consent to be tested for drugs and alcohol. Employees should be aware that the use of alcohol or drugs at a time or in a quantity that would cause them to test positive at work will be considered a breach of this policy.

Any information regarding selection, collection, analysis and results interpretation of any drug test carried out as part of this drug testing policy must be treated with the utmost confidentiality.

A breach of these policy rules by an employee, including any breach of confidentiality as outlined above, will be fully investigated and normally be dealt with under the Disciplinary Procedure. Due to the potential impact on the safety and health of employees and customers, the reputation of the company, and employee confidentiality, breaches of this policy are considered gross misconduct and may lead to summary dismissal.

The Company reserves the right to suspend an employee on full pay whilst the Company conducts a full investigation. Such suspension is not an indicator of guilt/perceived guilt but is rather a standard precautionary measure.

Nothing in this policy or its application shall be construed so as to prevent or inhibit the law.

8 ASSISTANCE WITH DEPENDENCY ISSUES

Where an employee seeks assistance from the Company for a drug or alcohol dependency problem and the Company acknowledges this problem to exist, the Company will treat the problem as a medical condition and offer the employee assistance with rehabilitation.

If drug or alcohol dependency is discovered by means other than self-disclosure (e.g. as the result of the testing process or an incident), the individual may be subject to disciplinary procedures.

Individual circumstances and safety issues will be taken into consideration to determine whether the employee can continue with their normal duties during the period of rehabilitation. If normal duties cannot be continued, the employee may be required to undertake other duties or stay away from the workplace. Any period of rehabilitation required away from the workplace will be classed as sickness absence.

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9 CONTROL MEASURES

9.1 Testing

All employees and contractors have the potential to be tested. Testing will be conducted in accordance with the Drug and Alcohol Testing Procedure (CGP8054).

The sample collection and testing process will be carried out by a specialist drug testing company accredited to ISO 17025. During the sample collection and testing process, the safety, health and dignity of the donor will be respected and protected.

A chain-of-custody process will be used in order to guarantee the identity and integrity of the sample from collection through to the test result.

9.1.1 Circumstances for Testing

Pre-employment – All candidates for employment are required to undergo pre-employment testing for drugs and alcohol. The tests will be carried out prior to taking up employment or during the early stages of employment at a time designated by the Company.

Reasonable suspicion – Whenever a manager, supervisor or other Company official has reasonable cause to suspect that an employee or contractor has misused drugs or alcohol and is unfit to continue working, then a reasonable suspicion test will be instigated. The official's observations will be documented and such documentation shall be kept in the individual's personnel file.

Post incident – Drug and alcohol testing of employees and contractors shall be conducted following an incident where there are reasonable grounds to suspect that the effect of drugs or alcohol may be the cause or a contributory factor. This testing is mandatory following an incident in which a RIDDOR reportable incident or fatality has occurred.

Unannounced random – The Company aims to test 20% of all employees and contractors each year on an unannounced random basis. The random selection process will use a computer-based random number generator that gives all present an equal chance of being selected on each occasion.

Rehabilitation & Follow up – As part of a rehabilitation programme, the Company may require the employee to consent to a series of drug and alcohol tests, some of which may be unannounced. These tests will be used to monitor the employee's progress during and following rehabilitation.

9.1.2 Refusing a Test

Refusal to undergo a test will normally be deemed an act of gross misconduct.

Refusing to take a test includes, but is not limited to:

- Failure to consent to a test.
- Failure to cooperate with any part of the testing process.
- Any attempt to interfere with the sample collection or testing processes of a sample collected from them or from any other employee or contractor.
- Failure to appear for testing at a collection site at the time allotted.
- Leaving the scene of an incident in which a serious injury or fatality has occurred, without just cause and without submitting to a test.

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9.1.3 Positive Result of Testing

Drugs – A laboratory confirmed positive drug test result will be recorded if a drug is detected in the donor’s sample for which no legitimate explanation, medical or otherwise, can be found. An employee or contractor will be in breach of this policy if they receive a laboratory confirmed positive drug test result.

Alcohol (for safety-critical and operationally-critical employees and contractors) – A positive alcohol test result will be recorded if alcohol is detected in the donor’s breath sample at a concentration equal to or above 14 micrograms of alcohol per 100 millilitres of breath in two consecutive breath tests. An employee or contractor will be in breach of this policy if they receive a positive alcohol test result.

Alcohol (for all other employees and contractors) – A positive alcohol test result will be recorded if alcohol is detected in the donor’s breath sample at a concentration equal to or above the local drink-drive limit in operation at the location of the test in two consecutive breath tests. An employee or contractor will be in breach of this policy if they receive a positive alcohol test result.

9.1.4 Action Following a Positive Test Result

An employee or contractor will be considered to be unfit for duty through the misuse of drugs or alcohol if a positive test result is recorded. The following action will be taken:

Circumstances for test	Action
Pre-employment	Contract of employment will not be offered or probation period will be considered failed
Reasonable suspicion	Disciplinary procedures and possible dismissal or probation period will be considered failed
Post incident	Disciplinary procedures and possible dismissal or probation period will be considered failed
Unannounced random	Disciplinary procedures and possible dismissal or probation period will be considered failed
Rehabilitation & follow up	Act in accordance with the rehabilitation programme

The Company reserves the right to suspend an employee on full pay whilst the Company conducts a full investigation. Such suspension is not an indicator of guilt/perceived guilt but is rather a standard precautionary measure. The outcome of the investigation is not pre-determined and dismissal may or may not be considered necessary.

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9.2 Medication

Many medicines obtained with or without prescription can affect performance at work. These include, but are not limited to, tranquilizers, anti-depressants, painkillers, sleeping pills, some antihistamines, and some medicines for cough, colds and indigestion.

All employees undertaking safety-critical or operationally critical tasks must ascertain if they are taking drugs which may affect their work performance. If so, they should declare use of the medication to their line manager or supervisor before undertaking such tasks so that the Company can ascertain the effects and decide how best to manage those effects. All discussions with individuals regarding medical information are strictly confidential subject to the provisions of the law.

9.3 Searches

The Company reserves the right to search an employee or any of their property held on Company premises at any time if there are reasonable grounds to believe that the prohibitions on alcohol or drugs are being or have been infringed.

If the employee refuses to comply with a search request, the Company may draw such inferences as it sees fit from such refusal and their refusal may be treated as amounting to gross misconduct and entitling the Company to take disciplinary action.

10 CONTACT DETAILS FOR HELP AND GUIDANCE

Manager or Supervisor

You can talk to your manager or supervisor.

Human Resources Department

You can contact your local Human Resources Representative. Ask your supervisor or manager for contact details.

Employee Assistance Programme (EAP)

AXA Health operate the company's Employee Assistance Programme. They provide free and confidential advice on all aspects of work and life for employees and their families, 24 hours a day, 7 days a week. Call 0800 072 7072 or visit the website www.axabesupported.co.uk and access with Username: abbottuk, password: supported

Talk to Frank

Frank is a national helpline that offers free confidential advice and information about drugs 300 123 6600.

Release

Release is a confidential helpline offering advice on drug use and legal issues 020 7324 2989. They can also be contacted at ask@release.org.uk

Drinkline

Drinkline offers confidential advice, support and information for people with alcohol problems and their families, friends and carers. You can contact Drinkline on 0300 123 1110 (weekdays 9am-8pm, weekends 11am-4pm.).

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Adfam

Adfam provides support to people working with family members who are affected by drugs and alcohol. Visit the website at www.adfam.org.uk

Alcoholics Anonymous

Offers help and advice to overcome drinking problems. Call 0800 917 7650 or visit the website at www.alcoholics-anonymous.org.uk.

11 POLICY REVIEW

The policy will be regularly reviewed by the Company and may be ended or amended at any time.

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