

# DRUGS & ALCOHOL POLICY



Supporting a safe, healthy and productive workplace

Wavepoint Group Limited — Our commitment, rules and arrangements for managing drugs and alcohol at work

<b>Document owner</b>	Managing Director	<b>Policy reference</b>	WPG-HR-02
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<b>Approved by</b>	Jason Alexander, Managing Director	<b>Applies to</b>	All employees, workers & contractors

## OUR APPROACH AT A GLANCE



**Support  
First**



**Strictly  
Confidential**



**Clear  
Rules**



**Fair  
Testing**



**Safe  
Driving**

## 1. Purpose and Aim

Wavepoint Group Limited is committed to being a responsible employer and to conducting its business in a way that achieves the highest possible standards of health, safety and welfare for our employees, contractors, customers, visitors and members of the public. We recognise that the misuse of drugs and alcohol can damage the health and wellbeing of individuals and create serious risks in the workplace, on the road and at customer sites.

This policy sets out our approach to preventing drug and alcohol problems, raising awareness, identifying difficulties at the earliest opportunity, and supporting those who need help. Our approach balances support and rehabilitation with our duty to maintain a safe and productive working environment.

## 2. Scope

This policy applies to all of our employees and to subcontractors (including agency and self-employed workers), consultants, and employees of other organisations when working on our sites, premises, vehicles or on our behalf. It applies during working hours, while driving for work, at work-related events, and at any time when an individual is representing Wavepoint Group.

This is a Company policy and does not form part of any individual's contract of employment. We may amend it at any time.

## 3. Our Policy Statement

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Our policy is to ensure that drug and alcohol issues are dealt with fairly, consistently and confidentially, so that workers are protected and those affected are encouraged to seek help. We expect everyone to whom this policy applies to support it and to comply with the rules set out below.

We will:

- promote awareness of the risks and effects of drug and alcohol misuse;
- encourage anyone with a drug or alcohol problem to seek help early and treat such matters as a health issue wherever possible;
- provide support and, where appropriate, reasonable time to access treatment, while making clear the consequences of breaching this policy;
- treat information about an individual's drug or alcohol problem in the strictest confidence; and
- take a consistent and proportionate approach to any disciplinary action that may be necessary.

## 4. Definitions

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For the purposes of this policy:

- "Drugs" means illegal or controlled drugs, "legal highs" / psychoactive substances, and the misuse of prescription or over-the-counter medication, as well as any substance taken to alter mood or behaviour.
- "Alcohol" means any drink containing alcohol.
- "Misuse" means the use of drugs or alcohol, whether occasional or habitual, that may impair a person's ability to work safely and effectively, or that may damage their health, the health of others, or the reputation of the business.
- "Under the influence" includes the effects of substances consumed previously (for example the night before), which may still impair performance or safety.

## 5. Legal Framework

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This policy supports our compliance with relevant legislation, including:

- the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, under which we must protect the health, safety and welfare of employees and others affected by our work;
- the Misuse of Drugs Act 1971 and the Psychoactive Substances Act 2016, which make it an offence to produce, supply or possess controlled or psychoactive substances;
- the Road Traffic Act 1988, which makes it an offence to drive while unfit through drink or drugs or above the prescribed limits;
- the Equality Act 2010, recognising that while dependency on alcohol or drugs is not in itself a protected disability, associated or underlying conditions may be; and
- the Data Protection Act 2018 and UK GDPR, under which information about a person's health (including any test results) is special category data that we handle lawfully, fairly and confidentially.

## 6. Responsibilities

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### The Company (Managing Director)

The Managing Director holds overall responsibility for this policy, for ensuring it is communicated and applied consistently, and for providing access to support and competent advice.

## Managers and supervisors

- lead by example and promote a healthy, safe working environment;
- be alert to signs of possible drug or alcohol misuse and address concerns promptly, fairly and confidentially;
- support employees who come forward, and direct them to available help; and
- act consistently and seek advice before taking formal action.

## All employees and workers

- attend work fit to carry out their duties safely and free from the effects of drugs or alcohol;
- comply with the rules in this policy at all times;
- inform their supervisor or manager if prescribed or over-the-counter medication could affect their ability to work safely; and
- raise any concerns about their own or a colleague's safety with their manager.

## 7. Rules and Standards of Conduct

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The following rules apply to everyone covered by this policy:

- You must not possess, use, supply or distribute illegal or controlled drugs or psychoactive substances on our sites, premises or vehicles, or while working on our behalf.
- You must not be under the influence of drugs or alcohol while on our sites or premises, while driving for work, or while carrying out any work activity. Substances consumed previously may still leave you impaired and considered under the influence.
- You must not bring alcohol onto our premises except where expressly authorised (for example at a sanctioned Company event), and you must not consume alcohol during working hours.
- If you are taking medication (prescribed or over-the-counter) that may affect your ability to work safely — for example causing drowsiness — you must inform your supervisor or manager at once so that any necessary adjustments can be made.
- If your supervisor or manager reasonably believes you are unfit for work through drugs or alcohol, you may be asked to stop work and leave the premises safely (not by driving), having been advised of the support available to you and of your rights under our disciplinary procedures.

## 8. Prescription and Over-the-Counter Medication

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Some prescribed and over-the-counter medicines can affect alertness, coordination or judgement. If you are taking, or are prescribed, medication that carries such warnings, you must tell your supervisor or manager so that risks can be assessed and reasonable adjustments considered. This information will be treated confidentially. Declaring legitimate medication will not, of itself, result in disciplinary action.

## 9. Support and Seeking Help

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We would urge anyone who feels they may have a drug or alcohol problem to come forward — if they wish, accompanied by a friend, colleague or trade union representative — to discuss it confidentially with their supervisor or manager. Coming forward voluntarily will be treated as a health matter, and we will, where reasonable, support access to treatment and rehabilitation, which may include reasonable time away from work.

Confidential support is available to everyone, whatever your role. You can speak in confidence to your supervisor, manager or the Managing Director, who will help you find appropriate support. Free, independent help is also available to all employees through your GP and through national services, including the NHS, FRANK (for drugs, [talktofrank.com](http://talktofrank.com)) and Drinkline (for alcohol).

Some employees are members of our Company Private Health Scheme, which is offered by invitation and may provide access to additional support. Not being a member of the scheme will never prevent anyone from getting help — we will always do our best to signpost suitable services to any employee who needs them. The level of support available will depend on the individual's circumstances and engagement.

## 10. Drug and Alcohol Testing

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There may be circumstances in which we ask an individual to provide a sample for drug or alcohol testing. This may be on reasonable suspicion (for cause), following an incident, or as part of a random testing programme.

- Testing will only be carried out with the individual's prior written consent and by a competent, qualified provider.
- Testing will be conducted fairly, proportionately and without discrimination, and results will be handled as confidential special category data in line with data-protection law.
- Unreasonable refusal to provide a sample, or attempting to tamper with or falsify a sample, may be treated as a disciplinary matter.
- A positive result, or attending work unfit through drugs or alcohol, may lead to action under our disciplinary procedures, taking into account the circumstances and any offer of support.

## 11. Driving and Safety-Critical Work

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Many of our employees drive for work or carry out safety-critical tasks such as installing and servicing commercial laundry equipment. You must never drive or operate machinery or equipment while impaired by drugs or alcohol. If you believe you may be over the limit or otherwise unfit to drive — including the morning after drinking — you must not drive and must inform your manager.

## 12. Disciplinary Action

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While our first aim is to support those who come forward, breaches of this policy may be dealt with under our disciplinary procedures. Depending on the circumstances, serious breaches — such as being unfit for safety-critical work, possessing or supplying illegal drugs on our premises, or a serious incident caused by impairment — may constitute gross misconduct and could result in dismissal. Each case will be considered on its own facts, fairly and consistently.

## 13. Confidentiality and Data Protection

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Information disclosed under this policy, including any health information or test results, will be kept confidential and shared only with those who need to know. We process such information in accordance with the Data Protection Act 2018 and UK GDPR, retaining it only for as long as necessary and keeping it secure.

## 14. Communication, Training and Review

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This policy is made available to all employees and to relevant contractors, and is displayed in staff areas and available from Administration. Managers will be supported to apply it fairly and consistently. The policy will be reviewed at least every 12 months, and sooner if legislation, guidance or circumstances change.

Approved and signed on behalf of Wavepoint Group Limited



<b>Signed</b>	Jason Alexander
<b>Position</b>	Managing Director (Employer)
<b>Date</b>	24 June 2026
<b>Review date</b>	24 June 2027

— End of Drugs & Alcohol Policy —