17th August 2026

REFERENCE: P-003

Wallace Groundwork's Ltd

Policy

DRUG & ALCOHOL POLICY

0. Contents of This Document

1. General Statement of Intent
2. Responsibilities
3. Arrangements
3.1. Alcohol, Drugs and Prescribed Medication

1. General Statement of Intent

The Company is committed to maintaining a safe, healthy, and productive work environment for all employees, visitors, and stakeholders. As part of this commitment, we have implemented a comprehensive Drug and Alcohol Policy to ensure the well-being of our workforce and to promote responsible behaviour in the workplace.

Our policy aims to:

1. Promote Safety: We prioritise the safety and well-being of our employees and recognise that the misuse of drugs and alcohol can pose significant risks to individuals and their colleagues. By maintaining a drug and alcohol-free workplace, we aim to minimise accidents, injuries, and potential harm to all stakeholders.
2. Maintain Productivity: We understand that substance abuse can have adverse effects on job performance, including decreased productivity, impaired decision-making, absenteeism, and increased errors. Our policy is designed to support employees in maintaining their focus, efficiency, and professional conduct, fostering a positive work environment that allows everyone to reach their full potential.
3. Comply with Legal Requirements: The company is committed to complying with all relevant laws and regulations concerning drugs and alcohol in the workplace. We aim to provide clear guidelines and standards to ensure compliance with applicable legal requirements.
4. Offer Support and Rehabilitation: We recognise that substance abuse is a complex issue that may require assistance and treatment. Our policy includes provisions to offer support and rehabilitation to employees facing substance abuse problems. We encourage affected individuals to seek help confidentially for us to discuss referrals to appropriate external support services.
5. Maintain Confidentiality and Fairness: We respect the privacy of our employees and ensure that information related to substance abuse is handled confidentially and with utmost sensitivity. Our policy is implemented fairly and consistently, without discrimination, and with due process for all individuals involved.

This statement reflects our dedication to maintaining a safe, healthy, and productive work environment. We expect all employees to comply with our Drug and Alcohol Policy and encourage open communication, ensuring that any concerns or questions related to this policy are addressed promptly and effectively. By working together, we can create an environment that promotes personal well-being, job satisfaction, and the long-term success of our organisation.

Author	Nicola Parker
Author Job Role/Position	

Author Signature	
Signature Date	17th August 2026

2. Responsibilities

The functions of the company are designated to the following persons accordingly.

Responsibility	Contact Name	Contact Details
Overall Implmentation of Policy	Peter Wallace	07968367627 p.wallace@wallacegroundworks.com

3. Arrangements

3.1. Alcohol, Drugs and Prescribed Medication

The consumption, possession, or being under the influence of alcohol and drugs are strictly prohibited during working hours, including breaks and lunchtime. All employees are expected to comply with this policy and refrain from engaging in any activity that violates the prohibition of alcohol and drugs.

Employees should report any concerns regarding alcohol or drug misuse by their colleagues to the appropriate supervisor or manager.

Prospective employees may be required to undergo drug and alcohol testing as a condition of employment & Employees may be subject to testing if there is a reasonable suspicion of alcohol or drug misuse based on specific observations, behaviours, or patterns.

Drug and alcohol testing may be conducted after workplace incidents or accidents where alcohol or drug misuse is suspected to be a contributing factor to an incident.

All information related to drug and alcohol testing, including test results and any disclosed substance abuse issues, will be treated as confidential and handled in accordance with applicable data protection laws. . Disclosure of such information will only be made to authorised individuals who have a legitimate need to know or as required by law.

Employees struggling with alcohol or drug-related issues are encouraged to seek help confidentially. The company will provide information about available support services and resources, such as employee assistance programs or external organisations.

Violation of this policy may result in disciplinary action, up to and including termination of employment, in accordance with company policies and procedures. Employees found to be in violation may be required to participate in drug and alcohol counselling or rehabilitation programs as a condition of continued employment.

We recognise that some employees may require prescribed medication to manage medical conditions. Employees are permitted to use prescribed medication as directed by their healthcare provider, provided it does not impair their ability to perform their job safely and effectively. Employees who are using prescribed medication are not required to disclose specific medical conditions to the company or colleagues. However, if the prescribed medication may potentially affect job performance or safety, employees are encouraged to inform their supervisor or the designated contact person in a confidential manner.

If an employee is experiencing difficulties or side effects related to prescribed medication, they are encouraged to seek appropriate medical advice. The company will make reasonable accommodations, where possible and in accordance with applicable laws, to support employees in managing their medical conditions while maintaining a safe work environment.

It is the responsibility of employees using prescribed medication to monitor their own impairment and inform their supervisor if they believe their ability to perform their job safely and effectively may be affected.

Misuse of prescribed medication is strictly prohibited in the workplace. Employees found to be using prescribed medication in a manner inconsistent with the instructions of their healthcare provider may be subject to disciplinary action, in accordance with company policies and procedures.

I have read and understood the entirety of this document. Where there was something I did not fully understand, it was explained to my satisfaction. I agree to comply with the required directions and instructions in this document. If at any point, I cannot comply, I will highlight this before continuing.			
Name	**Job Role / Position**	**Signature**	**Date**
Nicola Parker			17th August 2026