



## ALCOHOL POLICY

East Thames Aggregates Limited are a responsible employer, and we take our obligation to our employees very seriously. To ensure the Health & Safety of our employees as set out in H&S Policy, we must follow our legal requirement and thereby safeguard anyone who works on our behalf. Employees who develop an Alcohol problem or dependency, put their Health at risk, impairing their performance and decision making thereby putting colleagues and others at danger.

Whilst the consumption of Alcohol is NOT unlawful, we all have a duty of care in respect to The Health & Safety at Work Act 1974, and therefore must abstain from consumption prior to a safe period before daily duties are to begin. It is believed You MUST NOT drive or carry out ANY dangerous activity with a breath alcohol level higher than 22 micro-grammes/100 millilitres of breath or a blood alcohol level of more than 50 milli-grammes/100 millilitres of blood.

**Aims of the Policy.** Compliance and guarantees.

- To promote awareness of alcohol related problems and addictions.
- Encourage a sensible approach to the consumption of alcohol.
- Ensure that The Company complies with its Legal Obligations.
- Indicate Restrictions on the consumption of alcohol whilst at work.
- Protect Employees from the dangers of alcohol abuse.
- Support Employees with an alcohol dependency or abuse.

**Health & Safety and Awareness.** It is widely considered that moderate consumption of alcohol is an accepted part of life, in the workplace, however, it can result in inappropriate behaviour due to its inhibitory effects on the brain.

**Gamma Aminobutyric Acid (GABA)** is a naturally occurring amino acid that works as a neurotransmitter in your brain. Neurotransmitters function as chemical messengers. GABA is considered an inhibitory neurotransmitter because it blocks, or inhibits, certain brain signals and decreases activity in your nervous system. In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate consumption.
- Consistent inappropriate consumption.

Problems arising from the first category are more likely to be linked in cases of misconduct, whilst the second will be linked to Long Term Health and performance issues and minor or gross misconduct matters. In either case, the health of the individual employee will be affected and the safety of those around them. Whilst it is clear to notice an intoxication individual, the symptoms of systematic alcohol abuse is less obvious to notice outwardly. Symptoms of alcohol abuse may include:

- Frequent absences from work.
- Unusually higher rates of absenteeism.
- Unkempt appearance and general hygiene.
- Spasmodic work patterns and lower productivity.
- Poor relations with other work colleagues.

**Restrictions on Drinking at the workplace & during working hours** Governance and guidance:

- Unless it is formally approved by the Managing Director, employees are NOT to consume alcohol during normal working hours, nor should they be incapable of work through the consumption of alcohol.
- Alcohol MUST NOT be consumed in any situation where, consequently, puts the safety of themselves, colleagues and visitors at risk.

- Alcohol MUST NOT be consumed in excess or enough that will impinge on the exercise or duties of the individual(s) whilst on The Company' business, involved in hospitality or similar functions outside the normal working hours.
- Employees are NOT obliged to work with anyone they consider to be incapable of carrying out their tasks or duties through the consumption of alcohol and should immediately report the matter to a Direct Line Manager or the Managing Director.
- Employees incapable of working through the consumption of alcohol should be immediately removed from the work area and the matter reported to a Direct Line Manager or the Managing Director.
- Employees will be held to be contributorily negligent in the event, that whilst on Company business, they cause an accident or damage to anyone, or anything should it be found that the said incident be occurred whilst under the influence of alcohol consumption.

**Disciplinary Action.** Employees who are unfit, or otherwise incapable of carrying out their duties and exercises through the consumption of alcohol will be liable to disciplinary action, which if found guilty, will be charged with gross misconduct and may face summary dismissal.

**Procedure.** Regulatory Guidance:

- In the event, that an employee is diagnosed with an alcohol related problem, The Company will treat it as a Health Matter and will seek advice. However, this does excuse the employee from any of the disciplinary procedures which are in place.
- ALL alcohol related issues will be dealt with in a constructive and sympathetic manner, where the Managing Director will provide ALL interested parties within the individual(s) social network guidance and advice where to seek help. ALL information will be held with the strictest of confidence.
- After receiving any appropriate medical reports, The Company will offer support where reasonably expected and monitored closely if deemed to carry out their duties without ill effect during suitable treatment. Where an employee agrees to continue a suitable course of action, then any disciplinary action may be suspended.
- The Company reserves the right to give the affected employee different duties at the same rate of pay or require them to take paid leave if deemed appropriate.
- Following effective treatment or course of action, and in the absence of any disciplinary action, The Company will endeavour to return the individual(s) to the same role previously filled by the employee or a suitable alternative, should that role be filled during this period.
- If the employee suffers a relapse after a successful treatment period, The Company is NOT obliged to make further provisions for that individual and will continue with disciplinary action which may result in summary dismissal.
- If it is considered that the working environment or culture is the cause or has contributed to employee's dependency or having an alcohol problem, The Company will take ALL reasonable and necessary steps in eradicating such problems and issues found. The Company will review the effectiveness of this Policy and will amend the wording or content at any time.

**This Policy has been Approved & Authorised by:**

Mr. J A Rogers Director East Thames Aggregates Limited

Signed: 

Version 1.26- Validated to 6<sup>th</sup> Day of January 2027, Dated: This 6<sup>th</sup> Day of January 2026.



