

Crystal Health Group Policy

Alcohol and Drugs Policy

 CRYSTAL Health Group	Document name	Version
	Alcohol and Drugs Policy	v03.01.26

1. Purpose

Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

Crystal Health Group requires all employees to comply with the alcohol and drugs policy and the testing policy. Breaches of the policy will be taken very seriously and may be dealt with under the Crystal Health Group's disciplinary procedure.

For the purpose of this policy, the term "drugs" means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, e.g. solvents. Drug misuse also refers to the misuse of prescribed medication.

2. Scope

This policy applies to all employees and contractors of Crystal Health Group.

3. Responsibilities

- **Company Directors** – approve the policy and any significant updates.
- **Operations Manager** – oversees day-to-day application of the policy.
- **Employees & Contractors** – comply with this policy and report concerns where appropriate.

4. Policy

4.1 Policy

Crystal Health Group strongly discourages employees from drinking any alcohol or taking drugs prior to driving or reporting to work. Employees must not attend work, or perform their work duties, under the influence of alcohol or drugs under any circumstances.

Employees must not drink alcohol or take drugs during working time or be under the influence of drugs or alcohol. Working time is any time between when an employee reports for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, whether in the workplace or at another location on business.

Employees may be required to undergo testing for alcohol or drugs in their system in certain circumstances. A separate alcohol and drugs testing policy is available for reference.

4.2 Prescribed medication

The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies. However, medication such as tranquillisers, sleeping pills, painkillers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work

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performance or the safety of themselves or others. If an employee is taking any medication they should:

- check the possible side effects with their doctor or pharmacist and
- let their line manager know, in confidence, that they are taking medication and the possible side effects. Their line manager will, if necessary, make alternative arrangements for them.

4.3 Assistance

If an employee comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by Crystal Health Group. If an employee thinks they have a problem and may be violating this policy as a result, Crystal Health Group strongly encourages them to come forward and seek help. Crystal Health Group will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If an employee volunteers information to the Crystal Health Group that they have an alcohol or drug problem, they will be treated with dignity at all times.

Any discussions will be in the strictest of confidence.

Crystal Health Group recognises that employees may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. Every effort will be made to provide ongoing support to employees.

4.4 Absence

If employees are absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

4.5 Formal procedures

Whilst Crystal Health Group will be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.

Criminal activity in the workplace involving drugs will, in every case, require Crystal Health Group to alert the police.

4.6 Testing

Please refer to the separate alcohol and drugs testing policy for information relating to testing.

4.7 Data Protection

Crystal Health Group is committed to protecting the privacy and security of your personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We have implemented appropriate technical and organisational measures to ensure your data is processed securely, lawfully, and transparently.

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5. Version Control

Previous Version	Changes	Last Effective Date	Reviewed and authorised by:
v02.06.25	Complete review and update by Objective HR	31/12/2025	John McChrystal
v01.07.17	- Complete update to comply - with current legislation and best - practice.	25/06/2025	John McChrystal
NEW	N/A	N/A	John McChrystal

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