

Crystal Health Group Policy

Alcohol and Drugs Testing Policy

 CRYSTAL Health Group	Document name	Version
	Alcohol and Drugs Testing Policy	v01.01.26

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 reserves the right to require employees to undergo random alcohol and drug tests, and this policy sets out the applicable procedure.

The benefit of testing is that it provides an objective way of measuring whether an employee has used alcohol or drugs rather than relying on the personal opinion of a colleague.

This policy should be read in conjunction with our alcohol and drugs policy.

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 Test Procedure

Tests are undertaken on a random basis with no prior warning and will only apply to safety critical roles. The employee's line manager will ask the employee to attend a meeting so that a sample may be taken. The sample may be blood, urine or breath.

Before the test, the employee will be asked to declare, in confidence, any medication that they are taking which may interfere with the test result. If necessary, the person appointed to take the test sample may need to make further enquiries into the possible impact of the medication on the sample.

Tests under this policy should present no risk to pregnant employees. However, it is advisable for pregnant employees who are asked to provide a sample to declare their pregnancy to the person appointed to take the sample. The employee will have the opportunity to raise any concerns they have. This information will be treated with the strictest confidence.

The test will be carried out by a UKAS 17025 accredited provider from Crystal Health Group's approved supplier list under a tightly controlled environment, ensuring the results are fair, accurate and objective. Tests are carried out in the strictest confidence and privacy and will ensure the employee's dignity.

Once the test is complete, the employee will be asked to confirm in writing that the sample belongs to them, and it will be sent away for testing.

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4.2 Testing Standards

All testing will be carried out in accordance with UKAS-accredited laboratory protocols (ISO/IEC 17025) and relevant UK standards.

4.3 Testing Types

Crystal Health Group will conduct:

Random testing – conducted unannounced and randomly selected via impartial methods

Or

With Cause testing – where impairment is suspected based on observable behaviour

4.4 Testing Thresholds

All employees are subject to the following thresholds. For safety critical roles, such as sample collection officers, Crystal Health Group adopts the following standard:

- Breath alcohol limit: 13 micrograms (µg) per 100 millilitres of breath
- Equivalent blood alcohol: 28.89 milligrams (mg) per 100 millilitres of blood
- Equivalent urine alcohol: 39.0 milligrams (mg) per 100 millilitres of urine

4.5 Refusal to take Test

An employee refusing to be tested under the provisions of this policy may be subject to disciplinary action under Crystal Health Group's disciplinary procedures, up to and including dismissal. The procedure may be postponed or waived if the employee has a good medical reason for refusal. Other reasons which are not medically related will not be accepted and the employee will be required to take the test.

4.6 Positive Results

Employees will be informed of their test results by a Company Director(s). Employees who have tested positive may be subject to action under the disciplinary procedure, up to and including dismissal.

Crystal Health Group will consider whether a further test may be of assistance, however, this will depend on the circumstances. If the length of time which has passed since the first test is of such a duration that it is likely that any evidence of alcohol or drug use may have disappeared, a further test will be deemed unhelpful.

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:
NEW	N/A	N/A	John McChrystal

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