

Architects Plus (UK) Limited aims as a business to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standards of health and safety for its employees, visitors and members of the public.

Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making as such this is a policy matter.

Our aim is to contribute to a safe, healthy and productive work environment by:

- Promoting a responsible attitude to the consumption of alcohol amongst employees.
- Ensuring the company complies with appropriate legislation.
- Having clear rules regarding alcohol and drugs in the workplace.
- Encouraging early identification of employees who may be experiencing alcohol or drugs problems.
- Offering assistance and support to those employees who require it.
- Treating alcohol and substance abuse as a health problem and arranging for employees to seek professional assistance.

It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work. We acknowledge that in some case the legitimate use of prescribed drugs can affect a person's ability to do their job and, in such instances, employees must inform a Director.

Confidentiality

All discussions with an employee in connection with drugs or alcohol will be strictly confidential. This will also be the case with counselling or other treatment which the employee undertakes. While appropriate personnel records will be kept, it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.

Signed



Barbara Gower, Director



Christian Judd, Director

Dated: January 2024