

	Drugs and Alcohol Policy	Document No	DAP1
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H W Wilson Ltd operates a zero tolerance drugs and alcohol policy.

Alcohol, Illegal drugs or substances must not be brought on to Company premises, vehicles, or customer sites at any time. Anyone found in possession, or under the influence of, alcohol, illegal drugs or other illegal substances will be sent home and dealt with through the disciplinary procedure. Such offences are considered to be gross misconduct.

To assist in the safe performance of H W Wilson Limited duties, the consumption of alcohol or use of drugs will not be tolerated in the workplace.

Breaches of this policy will be viewed as misconduct and will result in disciplinary action.

Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be sent home.

The company do not allow employees or subcontractors to drink alcoholic beverages or partake in recreational drugs, such as cannabis, at lunchtime and return to work.

Staff are not permitted to use, carry, store, transport or sell illegal substances when on company premises, in company uniform, on company sites, or any other H W Wilson Limited situation.

The company reserves the right to contact the police if staff are found with illegal substances whilst at work.

The company will not knowingly employ persons who break the law in this manner.

For their own safety and for the safety of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

This information would be treated in strict confidence.

Prescription drugs supplied by a medical practitioner or chemist and drugs bought online may still affect safety performance and the employee's direct manager must be informed of any medication you are taking that may affect your work.

This information would be treated in confidence and the first aid qualified person for the project would be informed as this may assist him in recognising what a problem may be to a specific member of staff who has declared a medical condition.

If any member of H W Wilson Limited staff has, or believes to have, an alcohol or drug problem they should inform the Director immediately and seek medical advice.

Failing to do so may affect performance at work and the safety of themselves, as well as their colleagues.

All cases will be treated in confidence and the company will support staff who are seeking help for their drug or alcohol addiction.

For and on behalf of H W Wilson Limited Peter Wiffen

Managing Director

Signed:



Date: 1st October 2025

I confirm that I have read and understood the company policy on drugs and alcohol and will conform to procedures as set out above.

Name:

Occupation:

Signature:

Date:

Review Date	Amendments	Reviewed by
01/10/2025	No Amendments	Louise Dunlea