



77 Elmers End Road, London, SE20 7UU . Tel: 020 8778 6111 . Fax 0208 778 5060 . Email: general@ddclimited.com

Davies Design and Construction Ltd - Smoking / Alcohol / Drugs policy

1. About this policy

1.1 This policy is intended to set out the values, principles and policies underpinning DDC's approach to smoking, alcohol, and drug use.

1.2 The policy has the following aims:

- To maintain a safe and healthy environment for all employees and the colleagues they work with
- To minimize drug and alcohol related injuries to persons or property
- To comply with applicable laws and legislation

2. Smoking

2.1 We are committed to protecting your health, safety, and welfare and that of all those who work for us by providing a safe place of work and protecting all workers, service users, customers, and visitors from exposure to smoke.

2.2 All of our workplaces (including our vehicles) are smoke-free in accordance with the Health Act 2006 and associated regulations. All staff and visitors have the right to a smoke-free environment.

2.3 The Company's insurance will be invalid in the event of a fire started resulting from smoking on site. In this instance the directors would look to recover all costs incurred because of a fire from the individual(s) responsible.

2.4 Anyone using our vehicles, whether as a driver or a passenger, must ensure the vehicles remain smoke free. Any of our vehicles that are used primarily for private purposes are excluded from the smoking ban

2.5 Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.



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2.6 Smoking of tobacco is permitted when taking breaks off-site or in a designated area, in line with current laws regarding permitted areas.

2.7 When smoking outside you must dispose of cigarette butts and other litter appropriately.

2.8 We expect all DDC staff and in particular our site foreman and managers to be setting a good example and showing respect of others. If you see any operatives (sub-contractors or DDC staff) smoking on site, you are obliged to ask them to cease and inform the foreman. Should any sub-contractors persist in ignoring this request then it may be necessary for the Company to remove them from site. In the case of DDC staff, non-compliance may be regarded as an act of gross misconduct. If the staff member is unwilling to provide an assurance of future compliance, then the Company may have no option but to terminate that individuals' contract of employment.

3. Drugs and Alcohol

3.1 The consumption of illegal drugs and alcohol on site or attending work whilst under the influence of illegal drugs or alcohol, may be treated as gross misconduct and may result in dismissal.

3.2 The company reserves the right to undertake random alcohol/drug testing as & when deemed appropriate.

3.3 DDC makes a distinction between patterns of alcohol or drug misuse (this includes prescription medication) which point to dependency in staff. These cases shall primarily be treated as a Health condition. These staff will be:

- Encouraged to seek guidance and assistance from a suitable health or counselling agency.
- Where an employee must be away from work to undergo treatment, their job will be held open in accordance with normal sickness procedures.

In the long-term job security must depend on work returning to an acceptable level.

3.4 Drinking or being under the influence of drugs while driving may be dealt with under the DDC Disciplinary Procedure and lead to summary dismissal. If an employee is driving their own vehicle for work, the same policy applies.



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4. Breaches of this policy

4.1 If you experience difficulty complying with this policy you should discuss the situation with the Office Manager.

Breaches of this policy by any employee may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

PP. R K OFFICE MANAGER
Signature Job Title

S. DAVIES 26TH MAY 2022
Name Date