



**CONSIDER IT DONE.**

Alcohol and Drugs Policy

Controlled Document	
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Issued to: (Person/Site)	Ted Soulsby / CID Group

## Review and Amendments

Below is information relating to the periodic review and amendments made to this document following its original issue.

ACTIONS UNDERTAKEN	DATE	INITIAL
CID Products LLP replaced with CID Trading Ltd	14.03.2023	SE
Reviewed	14.03.2024	SE
OB taken over the responsibility of maintaining & reviewing policies from SE	06.01.2025	OB
Reviewed	20.03.2025	OB
Reviewed	18.03.2026	OB

1. Any consumption of, or dealing in drugs or alcohol on the premises or its immediate environs will be reported to the police.
2. The following extract from the Company Employee Handbook forms part of this policy and will apply:

### **Alcohol & Substance Policy**

The Company is committed to ensuring the health, safety, and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse.

This policy applies to all employees and all persons coming onto the Company premises. The Company strictly prohibits the possession of or being under the influence of alcohol or illegal substances whilst on Company premises.

In most cases, medication that causes drowsiness must not be used whilst at work. You should seek medical advice about your ability to work if you are prescribed such medication and inform your manager.

Any employee who notices obvious signs of alcohol or substance abuse in a colleague should report their observations or suspicions in confidence to their manager.

### **Substance testing**

If an employee is believed to be under the influence of any substance at work, substance testing will be carried out by the Transport Supervisor/Planner using the "Oral ALLtest Panel Saliva Drug Test Kit" an accepted and reliable method for testing in the workplace. Tests will be conducted in the Operations Manager's office, with the least possible intrusion into employees' privacy.

All possible measures will be put in place to ensure the confidentiality of test results, and checks will take place to avoid any false results.

### **Alcohol testing**

If an employee is believed to be under the influence of alcohol at work, a breath test will be carried out by the Transport Supervisor/Planner using a breathalyser in the Operations Manager's office. All possible measures will be in put in place to ensure the confidentiality of test results, and checks will take place to avoid any false results.

### **With-cause testing for all staff at all levels**

A substance test and breath test may be carried out in all cases where the employee has had any involvement in a workplace accident or near miss, or in any incident that has caused or could have caused a danger to health or safety.

### **Random testing**

Random breath and substance testing will be carried out on all members of staff, including transport and office staff.

Employees who are tested have the right to be informed of their test result before the result is passed to management.

### **If a substance or breath test proves positive**

If a test proves positive, the results will be communicated immediately. A second test will then be carried out and if the result is positive again, the employee will be suspended without pay. The Company reserves the right to arrange for the employee to be tested by a medical professional which the Company will pay for.

You will then be invited to attend an interview with your manager.

The outcome of the interview will depend on the circumstances but could include disciplinary action up to and including summary dismissal.

If an employee tests positive, they will be suspended without pay.

### **Refusing to be tested**

If an employee refuses to take the test, they will be invited to attend an interview with their manager.

The outcome of the interview will depend on the circumstances but could include disciplinary action up to and including summary dismissal.

If an employee refuses to be tested, the Company reserves the right to suspend them without pay.

### **Random breath tests for drivers**

The Company adopts a zero tolerance to drivers, including FLT drivers, driving with any alcohol whatsoever in their system.

To address this, at random, the Company will breath test one driver daily. If the test result is over the legal limit to drive the driver will be asked to take another test 30 minutes later. If the test is still over the legal limit, they will be sent home and suspended without pay and this matter will be viewed as gross misconduct. The driver will then be invited to a disciplinary hearing and the potential outcome will be summary dismissal.

Anyone tested, with a result above zero, but under the legal limit (including drivers whose first result was over the legal limit) will also be sent home without pay for the rest of the day and may also be subject to disciplinary action and a warning.

### **Appointing a Third Party**

We reserve the right to appoint an independent third party to manage the testing of employees on our behalf.

3. Monitoring

At the pre-start meeting held at the beginning of each working day, line managers in each department will monitor each member of their team for the effects of drugs and/or alcohol. Any effect of substance abuse detected will be referred to senior management immediately for a decision whether a worker is to be permitted to commence work. A similar process will apply to any visitor or contractor.

4. Routine Testing

Following an impact assessment, routine testing has not been recommended at CID at this stage as it is not considered workable due to the small numbers in the workforce. Any incidence of substance abuse may however result in post-incident testing.

5. Post-incident or reasonable cause testing

Following a Policy violation, where CID management considers it necessary, unannounced post-incident testing will be carried out. Testing may take the form of blood alcohol concentration (BAC) tests performed by a suitably qualified person. Urine or breath tests may also be used. Any worker with a BAC in excess of half the legal driving limit will be required to leave the premises and will be liable to be subjected to disciplinary action.

6. Early Detection of Substance Abuse

The workplace provides opportunities for early detection of the development of habitual substance abuse in workers. Managers are encouraged to immediately report the fact if a worker's performance deteriorates and abuse of substances is suspected to be the cause.


7. Employee Assistance

As Employers, CID will endeavour to assist employees who have drug and/or alcohol problems by providing them with support to tackle binge drinking or drug use, or more deep-seated dependency issues. This may include referral to specialist treatment, whereby they remain working for the organisation after successfully overcoming their problems.

The stability that ensues from holding down a job is recognised as an important factor in facilitating recovery from alcohol-and-drug related problems.

8. CID recognises that by supporting treatment of employees it may benefit the company, the business community, the employees and their families, as well as society as a whole.

THE SIGNATURE BELOW DEMONSTRATES THAT THIS DOCUMENT HAS BEEN AUTHORISED:

<b>Company Name</b>	CID Trading Ltd
<b>Document Name</b>	Alcohol and Drugs Policy
<b>Signed</b>	
<b>Print:</b>	Ted Soulsby
<b>Position</b>	Managing Director
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