

# Drug & Alcohol Policy

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## 1. Policy Statement

SeenEm<sup>®</sup> is committed to providing a safe, healthy and productive working environment. The misuse of drugs or alcohol can pose serious risks to health, safety, performance and reputation.

This policy sets out the rules regarding drugs and alcohol in the workplace and outlines support and disciplinary arrangements.

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## 2. Scope

This policy applies to all:



Employees



Directors and officers



Contractors and consultants



Agency workers



Anyone working for or representing SeenEm<sup>®</sup>

It applies during working hours, on company premises, while working remotely, and when representing SeenEm<sup>®</sup>.

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## 3. Legal Framework

This policy is aligned with:



**Health and Safety at Work etc. Act 1974**



**Management of Health and Safety at Work Regulations 1999**



**Misuse of Drugs Act 1971**



**Employment Rights Act 1996**



**Equality Act 2010**

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## 4. Prohibited Conduct

The following are strictly prohibited:



Being under the influence of illegal drugs while working



Misuse of prescription medication



Possession, supply or distribution of illegal drugs



Being unfit for work due to alcohol consumption

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## 5. Alcohol

Alcohol consumption during working hours is not permitted unless expressly authorised for legitimate business purposes.

Individuals must not attend work or perform duties while impaired by alcohol.

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## 6. Prescription & Over-the-Counter Medication

Individuals must:



Ensure medication does not impair their ability to work safely



Inform management if medication may affect performance or safety

Medical information will be handled confidentially.

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## 7. Testing

Where lawful, proportionate and necessary, SeenEm<sup>®</sup> may require:



Drug and/or alcohol testing



Testing following incidents, accidents or safety concerns

Testing will be conducted in accordance with UK law and data protection requirements.

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## 8. Support & Rehabilitation

SeenEm<sup>®</sup> recognises that substance misuse may be a health issue.

Where appropriate, SeenEm<sup>®</sup> may:



Encourage individuals to seek medical support



Consider temporary adjustments



Provide support prior to disciplinary action

This does not excuse misconduct or safety breaches.

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## 9. Reporting Concerns

Any concerns regarding drug or alcohol misuse should be reported immediately.

All reports will be treated sensitively and investigated appropriately.

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## 10. Disciplinary Action

Breaches of this policy may result in:



Disciplinary action



Summary dismissal in serious cases



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## 11. Confidentiality

All information relating to substance misuse will be handled confidentially and in accordance with data protection legislation.

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## 12. Review and Approval

This policy is reviewed annually by the Board of SeenEm<sup>®</sup>.

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**Approved by:** The Board of SeenEm<sup>®</sup>

**Review frequency:** Annual

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