



Drugs and Alcohol Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

1. Scope

- This policy applies equally to all employees and workers during their working hours, when undertaking activities on behalf of the Company or attending Company related events;
- Issues with absence or a long term alcohol or drug related condition will be managed in accordance with the Company’s sickness absence policy and procedure;
- Misconduct in relation to alcohol and/or drugs will be dealt with in relation to the Company’s disciplinary policy and procedure.

2. Principles

- All employees will be treated with consistency and fairly in line with this policy;
- Employees who advise the Company they have an issue with alcohol or drugs will be offered appropriate support;
- Employees with an underlying medical condition associated with alcohol or drugs are encouraged to disclose this at the earliest opportunity to enable the Company to support them;
- All matters concerning such disclosures will be treated in a sensitive and confidential manner.

3. Responsibilities

Employees:

- Should familiarise themselves with this policy;
- Are responsible for ensuring their own behaviour and work performance remain appropriate whilst engaged in Company activities and are not affected by alcohol or drug use or misuse;
- Must not bring or use illegal or unlicensed drugs on Company or client premises under any circumstances;
- Must not bring alcohol onto Company or client premises under any circumstances;
- Who suspect, or know, they have an alcohol or drug-related issue should seek professional help at the earliest opportunity to avoid the issue becoming worse;
- Who suspect a colleague may be under the influence of alcohol or drugs are encouraged to inform their line manager or another senior colleague as soon as possible. If their line manager is suspected a more senior manager.HR should also be informed.

Document Classification		External	
Document Number	Issue Number	Last Review Date	Next Review Date
SG-006	SG-HR-006	6-Jan-2026	6-Jan-2027



- Employees who are taking medicines that may impair their performance can also independently initiate the above and ask to discuss and or seek advice from an Occupational Health Adviser concerning the potential impact of such medications and whether any temporarily adjustment to their activities is required to ensure duties are compatible with their treatment. All such requests should be made through the HR Department or their line manager.
- Any malicious or knowingly false reports may be grounds for disciplinary action against the person or persons making the report.

Managers should:

- Ensure that colleagues in their part of the Company are aware of this policy and the support available to them;

4. Managing employees with drug or alcohol related issues

Employees who are identified as possibly experiencing alcohol/drug/controlled substance related issues, whether by observation, poor performance or conduct will be offered the following assistance under the appropriate policy framework:

- Initial discussion to examine the possible causes of the perceived deterioration in work performance or conduct. This will be carried out with the employee's line manager, who may be accompanied by a representative from HR and the employee may be accompanied by a work place colleague or trade union representative if they so wish;
- Employees who are taking medicines that may impair their performance can also independently initiate the above and ask to discuss and or seek advice from an Occupational Health Adviser concerning the potential impact of such medications and whether any temporarily adjustment to their activities is required to ensure duties are compatible with their treatment. All such requests should be made through the HR Department or their line manager;
- The Company may distinguish between employees for whom drug, alcohol or controlled substance misuse is an ongoing problem and those who have been involved in misconduct where drugs or alcohol have been a factor;
- The university will report to the Police all incidences involving the supply or taking of illegal drugs on Company premises as required by the Misuse of Drugs Act 1971. In these circumstances, the Company reserves the right to decide whether or not the Disciplinary Procedure will be instigated or proceed during or following any subsequent Police investigation.

5. Support for Employees

- Individuals suffering from alcohol or drug misuse are not ordinarily classed as disabled, although physical or mental conditions arising from drug or alcohol misuse may be classed as a disability. The Company will seek to make any reasonable adjustments as appropriate;
- In addition, and on advice from an Occupational Health Adviser, it may be necessary to further support the employee during a programme of treatment. Where this is the case,

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regular review meetings will be held between the manager and the employee to assess progress under the appropriate policy framework. Again HR and a work colleague or trade union representative may also attend the meeting;

- Any time off for treatment/support will be considered in accordance with Company Policy and Procedure;
- The Company will ideally seek to retain the employee in their current post completing normal duties during and after such treatment, unless the Company determines, based on advice from occupational health that the effects of the alcohol, drug or controlled substance misuse problem may render the employee unfit or unsuitable to continue in the same job.
- Where support or assistance is declined by an employee, or if medical assessment by the Company's Occupational Health Adviser indicates that no alcohol or drugs/controlled substance related problems are relevant to the concerns raised, then any disciplinary, absence or capability proceedings will resume;
- Disciplinary proceedings may also resume if an employee declines any offer of referral or discontinues a course of treatment (as advised by Occupational Health) before it is completed.

6. Policy Review

This policy will be reviewed at least annually, and any amendments will be communicated throughout the Company.

Signed By: ***Muhammad Khan***

CEO of SUPREME FACILITIES LTD

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