

Drugs and Alcohol Policy

Company Name:	Vinci Response Services
Approver (Date):	Gavin Smith – 09/05/2024
Review due date:	May 2024
Current Version:	1.2
Update history:	09/05/2024 Document Rebrand
Document Type	Operational Policy
Classification	Internal/PQQ Use Only

Purpose and Brief

This policy aims to ensure a safe, healthy, and productive work environment by addressing the use and misuse of drugs and alcohol within Vinci Response Services.

Scope

This policy applies to all employees, contractors, and visitors of Vinci Response Services

Prohibited Behaviours

Consumption of alcohol during work hours, including lunch breaks. Use or possession of illegal drugs on company premises. Reporting to work under the influence of drugs or alcohol.

Support and Rehabilitation

Employees struggling with substance misuse are encouraged to seek help.

Consequences of Violation

Violations of this policy, such as possession of illegal drugs, will result in disciplinary actions, up to and including termination.

Reporting

Employees are encouraged to report any suspected violations to their supervisors or the HR department.

Review

This policy will be reviewed annually to ensure its continued relevance and effectiveness.