



## PEERLESS PROPERTY SERVICE LTD

### Drugs and Alcohol Policy Statement

#### 1. Purpose and Scope

At Peerless [Property Service Ltd](#), the health, safety, and well-being of employees, contractors, and others impacted by our operations are of paramount importance. This policy is designed to:

Prevent and manage the risks associated with drugs and alcohol in the workplace.

Ensure a safe, productive, and supportive work environment.

Comply with UK legal requirements, including the Misuse of Drugs Act 1971 and the Health and Safety at Work etc. Act 1974.

This policy applies to all employees, contractors, and visitors while on company premises or engaged in company business.

#### 2. Policy Statement

[Peerless Property Service Ltd](#) strictly prohibits:

The use, possession, distribution, or sale of illegal drugs on company premises or during working hours.

Reporting to work under the influence of drugs or alcohol that impairs performance or safety.

Misusing prescription medication or failing to notify management if such medications could affect workplace safety.

We are committed to providing assistance to employees who voluntarily seek help for substance misuse issues.

#### 3. Responsibilities

Employer ([Peerless Property Service Ltd](#)):

Promote awareness of this policy through induction, training, and ongoing communication.



Provide support to employees seeking assistance for substance misuse.

Implement procedures to detect and address drug or alcohol misuse in the workplace.

Employees:

Adhere to this policy and avoid any behavior that jeopardizes their safety or that of others.

Inform management if they are using prescribed medication that may affect their ability to work safely.

Report concerns about potential violations of this policy.

Managers and Supervisors:

Monitor compliance with this policy and address concerns promptly.

Handle incidents discreetly and in line with company procedures.

Refer employees to appropriate support services if needed.

#### **4. Testing**

Peerless Property Service Ltd may conduct drug and alcohol testing in the following circumstances:

Pre-employment: To ensure candidates meet company standards.

Post-incident: If an accident or near-miss occurs and impairment is suspected.

For-cause: If there is reasonable suspicion of impairment at work.

Random testing: In safety-critical roles or when required by clients or regulators.

Testing will be carried out respectfully and in compliance with applicable laws.



## **5. Support for Employees**

Peerless Property Service Ltd encourages employees to seek help if they have issues related to drugs or alcohol. We will:

Offer access to Employee Assistance Programs (EAPs) or external support services.

Allow reasonable time off for treatment or counseling where applicable.

Maintain confidentiality for employees seeking help voluntarily.

## **6. Enforcement**

Violations of this policy may result in disciplinary action, up to and including termination of employment. This includes:

Possession, use, or distribution of illegal drugs.

Refusal to undergo drug or alcohol testing when required.

Reporting to work under the influence of drugs or alcohol.

## **7. Review and Updates**

This policy will be reviewed annually or in response to changes in UK laws, industry standards, or workplace incidents. Updates will be communicated to all employees.

### **Policy Approval**

This policy has been approved and authorized by senior management.

Signed:

Adam Charysz  
Managing Director, Peerless Property Service Ltd

Date:  
16/11/2024

