**1. Purpose**

This policy outlines NWF Facilities Ltd’s commitment to maintaining a safe, healthy, and productive work environment free from the influence of drugs and alcohol. The misuse of drugs or alcohol in the workplace presents a serious risk to the health and safety of our employees, contractors, clients, and the public.

**2. Scope**

This policy applies to all employees, agency workers, contractors, and anyone carrying out work on behalf of NWF Facilities Ltd across all work locations.

**3. Policy Statement**

NWF Facilities Ltd strictly prohibits:

* The use, possession, distribution, or sale of illegal drugs or unprescribed controlled substances.
* Reporting to work or being at work under the influence of drugs or alcohol.
* Consuming alcohol or drugs during work hours, on client premises, or when operating vehicles or machinery.

**4. Responsibilities**

* **Directors and Management:** Ensure this policy is enforced, provide support to staff, and arrange for testing when appropriate.
* **Supervisors:** Monitor employee performance and behaviour, and report suspected violations.
* **Employees:** Comply fully with this policy, inform management of prescription medication that may impair performance, and seek help where necessary.

**5. Testing Procedures**

Drug and/or alcohol testing may be carried out in the following circumstances:

* Pre-employment (where applicable)
* Randomly (in safety-sensitive roles)
* Post-incident or accident
* Where there is reasonable suspicion of substance misuse

Consent will be obtained, and testing will be carried out in line with relevant legal and privacy standards.

**6. Support and Rehabilitation**

Employees with substance misuse problems are encouraged to seek help. We will treat such issues confidentially and may support rehabilitation efforts before disciplinary action is considered.

**7. Disciplinary Action**

Any breach of this policy may result in disciplinary action, up to and including dismissal, in line with the company’s disciplinary procedures.

**8. Legal Compliance**

This policy complies with:

* Health and Safety at Work etc. Act 1974
* Misuse of Drugs Act 1971
* Road Traffic Act 1988
* Equality Act 2010
* ISO 45001:2018 clauses relating to worker safety and impairment risks

**9. Climate and Social Impact Note**

NWF Facilities Ltd recognises that drug and alcohol misuse can impact not only the workplace but also communities and social wellbeing. We commit to engaging responsibly with public health objectives and promoting personal wellbeing.

**10. Review**

This policy will be reviewed annually, or sooner if legislation or company risk assessments require.

**Signed:**  
[Director’s Name]  
Managing Director  
NWF Facilities Ltd  
Date: 01.02.2025