


Ref. No:	IMS-POL-06	<b>Substance Abuse Policy</b> (See QA-M-01)	
Rev. Status:	<b>04</b> JAN 20		

- **Nicol of Skene Ltd** strictly forbids the unauthorised use, possession, concealment, transportation, promotion or sale of any prohibited substances on **Nicol of Skene Ltd** premises, on sites or on the premises of customers.
- **Prohibited substances are defined as** any substance which an individual may not sell, possess, use, or distribute under applicable UK legislation, any other legal but unlawfully used substance, including Prescription Drugs/Medicines, any solvent used or intended to be used for the purposes of intoxication and any alcoholic beverage.
- **Nicol of Skene Ltd** or its customers may require testing, searches, or inspections of individuals, including their effects, lockers, baggage, desks, tool boxes, clothing, vehicles and equipment, should there be reasonable cause to suspect breach of this policy.
- **The company reserves the right** to complete Pre-Employment Screening for substance abuse as part of the company induction process and we may also carry out periodic 'Random' in-house testing across the workforce as well as 'with cause' testing where there is a reasonable suspicion that someone may be under the influence of drugs or alcohol and 'Post Incident' testing as part of the accident and incident investigation procedure.
- **Refusal to submit to testing**, searches and inspections or a positive result from testing or discovery of prohibited substances will result in the individual being prohibited from company or customer premises, being excluded from further involvement with company or customer business and being excluded from further involvement in company business and activities of any kind.
- **This policy applies to all personnel** in the employment of the company either as direct employees or engaged by some other method by the company including as contractors or sub-contractors.
- **This policy statement** has the complete support of the Board of Directors of **Nicol of Skene Ltd**.

Authorised by:



**Richard Stott**  
Managing Director.

Date: 06<sup>th</sup> January 2021

Next Review Due: January 2022