**WORKPLACE – DRUGS POLICY**

1. **Purpose:**

The purpose of this policy is to establish guidelines and expectations for maintaining a drug-free workplace at Blakes Workplace Solutions Limited. This policy aims to promote the health, safety, and well-being of all employees, contractors, and visitors while ensuring compliance with relevant laws and regulations in the United Kingdom.

1. **Scope:**

This policy applies to all employees, contractors, consultants, vendors, and visitors at all locations and facilities operated by Blakes Workplace Solutions

Limited

1. **Prohibited Substances:**

The possession, use, distribution, sale, or being under the influence of illegal drugs or unauthorised controlled substances is strictly prohibited on Blakes Workplace Solutions Limited premises, during work hours, or while conducting company business.

1. **Prescription Medication:**

Employees who are prescribed medication that may impair their ability to perform their job safely and effectively must inform their supervisor or human resources department. Accommodations will be made to ensure the employee's safety and the safety of others, while maintaining confidentiality to the extent possible.

1. **Alcohol:**

The consumption of alcohol on Blakes Workplace Solutions Limited premises during work hours is prohibited, except for authorized company events where alcohol may be served responsibly and in compliance with applicable laws and policies.

1. **Drug Testing:**

Blakes Workplace Solutions reserves the right to conduct drug and alcohol testing as part of pre-employment screening, reasonable suspicion testing, post-accident testing, or random testing, in accordance with applicable laws and regulations.

1. **Confidentiality:**

All information related to drug testing, including test results and related documentation, will be kept confidential to the extent permitted by law and will only be disclosed on a need-to-know basis.

1. **Assistance and Support:**

Blakes Workplace Solutions Limited is committed to providing support and assistance to employees who may be struggling with substance abuse issues. Employees are encouraged to seek help through available resources, including employee assistance programs (EAPs) and external support services.

1. **Compliance:**

All employees are expected to comply with this policy at all times. Violations of this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable company policies and procedures.

1. **Review and Revision**:

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws and regulations. Any updates or revisions will be communicated to employees in a timely manner.

Blakes Workplace Solutions Limited is committed to maintaining a safe, healthy, and productive work environment for all employees. This policy reflects our dedication to promoting a drug-free workplace and upholding our legal and ethical responsibilities.

**Signed ………………………………………… Date …………………………………..**

Rachel Walker (Director)