



PriorityWaste[®]

Your waste is our priority

PRIORITY WASTE – ALCOHOL & DRUGS POLICY

Version: 3.0

Issued: 28/10/25

Next Review: 28/10/26

Approved By: Gary Cronnolley – Compliance & Sales Director

1. Purpose

Priority Waste is committed to ensuring a safe, healthy, and productive working environment. Alcohol or drug misuse – whether during work hours or beforehand – can impair judgement, reduce performance, and create serious safety risks.

This policy sets clear rules to:

- Protect the safety of employees, contractors, visitors, and the public
 - Maintain operational standards
 - Provide support to employees who disclose a dependency problem
 - Ensure compliance with UK legislation, including the Health and Safety at Work Act 1974 and Misuse of Drugs Act 1971
-

2. Scope

This policy applies to:

- All employees (office, warehouse, drivers, and field staff)
 - Contractors, agency workers, and visitors working on our premises
 - Any individual representing Priority Waste at customer sites or events
-

3. Definitions

Alcohol dependence

Habitual or excessive consumption of alcohol which impairs work performance, attendance, or safety.

Drug dependence

Use of non-prescribed or illegal drugs which impairs work performance, attendance, or safety.

4. Policy Rules

The following rules apply at all Priority Waste sites and when representing the Company externally.

4.1 Prohibited behaviour

Employees must not:

- Consume alcohol or illegal drugs during working hours
- Attend work under the influence of alcohol or drugs
- Possess, store, supply, or distribute illegal drugs or alcohol on Company premises
- Report for duty while impaired by alcohol, illegal drugs, or misused medication

4.2 Prescription and over-the-counter medication

Employees taking medication must:

- Check for side effects that may affect safety or performance
- Notify their line manager immediately if the medication may impair their ability to work safely
- Not operate vehicles, machinery, or hazardous waste tasks if medically unfit

All medical information disclosed is kept strictly confidential.

4.3 Company events

If alcohol is permitted (e.g., Christmas party), rules will be communicated in advance. Employees must still act safely and professionally.

5. Enforcement

The Company will strictly enforce this policy.

The following actions will be taken where a breach is suspected:

5.1 Immediate action

Where there is reasonable belief that an employee is under the influence, they will:

- Be removed from duty immediately
- Be sent home safely
- Be prohibited from driving Company vehicles

Possession, supplying, or dealing illegal drugs **will be reported to the Police without exception.**

5.2 Disciplinary action

Breaches of this policy may result in disciplinary action up to and including dismissal.

Agency workers or contractors may have their assignment terminated immediately.

6. Support for Employees

Priority Waste encourages early disclosure and provides support for employees experiencing dependency issues.

Employees who voluntarily seek help will receive:

- A supportive, non-disciplinary approach
- Encouragement to contact their GP or specialist services
- Potential referral to Occupational Health (with consent)
- Reasonable unpaid time off for treatment or appointments
- Temporary adjustments where operationally possible (restricted duties, temporary alternative work, etc.)

However:

- Employees must fully co-operate with treatment
- Continued poor performance or misconduct will still be addressed through Company procedures

Where an employee refuses support or denies a clear issue, the Company reserves the right to proceed with disciplinary measures.

7. Confidentiality

All information relating to alcohol or drug issues will be treated sensitively and confidentially and will only be shared where necessary for safety, operational, or legal reasons.

8. External Support Services

Alcohol Support

- Drinkline: 0800 917 8282
- Drinkaware: www.drinkaware.co.uk
- Alcoholics Anonymous: www.alcoholics-anonymous.org.uk
- Addaction: www.addaction.org.uk
- Al-Anon (support for families): www.al-anonuk.org.uk
- NHS Guidance: www.nhs.uk/conditions/alcohol-misuse

Drug Support

- Talk to Frank: www.talktofrank.com
 - Narcotics Anonymous: www.ukna.org (Helpline: 0300 999 1212)
 - Addaction: www.addaction.org.uk
 - NHS Drug Support: www.nhs.uk/livewell/drugs
-

9. Review

This policy will be reviewed annually or earlier if:

- Legislation changes
 - Operational practices change
 - An incident highlights the need for an update
-

10. Acknowledgement

All employees must read and understand this policy and follow the PPE requirements at all times.

Signed:



Gary Cronnolley
Compliance & Sales Director
Priority Waste Limited

Date: 28th October 2025