

POLICY NAME:	DRUGS SUBSTANCES AND ALCOHOL	DATE:	FEBRUARY 2026
POLICY REVISION:	03	BY	STEPHEN M BISHOP
REVIEW PERIOD:	ANNUALLY	REVIEW:	FEBRUARY 2027



DRUGS AND ALCOHOL POLICY



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
02	Jan 2026	Template, wording and sections, part of GFS improvement process.
03	Feb 2026	Complete review by GFS Ltd H+S Consultant and GFS Ltd HR department.

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited commitment to providing a safe, healthy, and productive working environment.

The use or dependency upon drugs, alcohol or substances can impair judgement, performance, and behaviour, placing individuals and others at risk in the workplace.

Any person working on behalf of GFS Ltd should be aware that the company has enlightened approach to assisting employees, but issues in use should be highlighted as soon as is possible and not just on the day any testing takes place.

We operate a zero-tolerance approach to excessive illegal drugs, unprescribed controlled substances, recreation substances and alcohol during working hours or while representing the Company (where they can affect a person ability to work safely and safeguard others - including the public).

We do recognise that second hand exposure can be an issue (although perceived by professionals as to be a rare occurrence, it could not be ruled out without further investigation).

3. SCOPE

This policy applies to:

- All employees, temporary staff, apprentices, agency staff and contractors/consultants working on behalf of Glass and Framing Solutions Limited (including all areas of company activities).
- All third-party suppliers, contractors, visitors and business partners across all company operations and locations.
- This policy will be communicated to all interested parties, compliance is mandatory.

4. OBJECTIVES

- To safeguard and Protect health, safety, and wellbeing.
- Comply with Health and Safety at Work Act etc, Misuse of Drugs Act, and Road Traffic Act etc.
- To prevent accidents or incidents from impairment.
- To Promote responsibility and support for substance misuse issues.

5. PROHIBITED SUBSTANCES (where limit exists)*

- Illegal drugs (Class A, B and C).
- Unauthorised or misused prescription drugs.
- Psychoactive substances ("Legal highs").
- Alcohol in excess of prescribed limits
- Solvent abuse or any other intoxicating substances or gases.

Please note: *

This policy is not intended to interfere in what a person does in their private life, but actions out of work could result in impairment or ability to safely complete work

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6. PERFORMANCE AND CONDUCT EXPECTATIONS

Glass and Framing Solutions Limited require all personnel to report for work free from the influence of alcohol, drugs or medication that could affect your ability to safely work (i.e impaired).

E.g. Prescribed medicine that could affect a driver's ability to safely operate a FLT or drive company vehicles. The misuse of such substances poses serious risks to health, safety, operational efficiency, the wellbeing of colleagues and visitors and safeguarding of all.

Examples of the potential impact include:

- Absenteeism, such as lateness, unauthorised absence, or frequent sickness.
- Increased likelihood of accidents, whether onsite, offsite, or while commuting to and from work sites.
- Reduced work performance, including poor concentration, delays in completing tasks, and a higher error rate.

Employees must not consume alcohol, substances or use drugs (that could affect safe working) when required to drive private or Company vehicles, use machinery on Company business.

There are limits imposed by current legislation (for driving a vehicle on a highway) ... there are limits set where it is determined a person's ability could be impaired to safely operate a vehicle.

The company will also use these defined limits as a standard that cannot be exceeded for operating company vehicles, mobile plant, machinery and safe working.

Some common substance limits are as follows ...

- Delta-9-tetrahydrocannabinol (Cannabis/THC), which has a limit of 0.2 microgrammes per 100 millilitres of blood
- In England, Wales and Northern Ireland, the current drink driving alcohol limit for drivers is: 80 milligrams of alcohol per 100 millilitres of blood (the 'blood limit') 35 micrograms per 100 millilitres of breath (the 'breath limit') 107 milligrams per 100 millilitres of urine (the 'urine limit')
- The limit for cocaine in the system when driving is 10µg per litre of blood
- Ketamine - 20µg/L of blood
- Methylenedioxymethamphetamine (MDMA) - 10µg/L
- Heroin (6-monoacetylmorphine) - 5µg/L

It must also be noted; prescribed medications also have control limits (not normally exceeded if used as prescribed by your GP or medical professional).

For further information see <https://www.gov.uk/government/collections/drug-driving#table-of-drugs-and-limits>

No one person's substance absorption rate will be the same (i.e metabolic rates, dosage, body size, period of medication can all influence blood levels)

If your manager has reasonable grounds to think you're under the influence of drugs, substances or alcohol whilst you're at work; they'll speak to you about the situation.

If they think that you're not in an appropriate condition to work additional action may be taken (In line with this policy or a client's policy and procedure requirements) ...

Any breach of this policy will be assessed and if necessary, addressed under the Company's Disciplinary Procedure and, where warranted, could be treated as gross misconduct resulting in summary dismissal.

If drug or alcohol testing is undertaken, it will be carried out by competent personnel, those who have received guidance and training or an approved third-party provider in accordance with recognised standards and guidance documents.

In all cases, the circumstances of any refusal should be referred to the HR representative for comment and review.

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Any individual's unreasonable refusal to cooperate with testing without valid reason, could be treated as a disciplinary matter and could lead to suspension or dismissal.

Any personal data obtained during testing will be processed confidentially and in full compliance with the Data Protection Act 2018 and UK GDPR.

Testing could occur under the following conditions:

- For-cause testing, where there are reasonable grounds to suspect substance misuse during working hours e.g. if someone informs or a company's representative suspects and individual.
- Post-incident testing, if involved in a workplace accident or near-miss suggests impairment may have been a contributing factor.
- Return-to-work testing, following disciplinary action or rehabilitation related to substance misuse.
- As part of a random testing and monitoring regime (either by GFS Ltd and/or Clients or construction site being worked upon).

7. MEDICATION DISCLOSURE

Employees must inform management if prescribed medication could impair performance, confidential adjustments should be made. Any adjustments must be made in consultation with the HR, safety and GFS Ltd management team.

8. CONSEQUENCES OF BREACH COULD BE

- Should a test be undertaken and failed, individuals may be referred to additional testing methods to confirm any result - including any of the following actions (to be determined on a case-by-case basis)
- Suspension pending investigation.
- A reduction in responsibilities, removal from safety critical roles e.g. driving at work, work at heights etc
- Disciplinary action up to and including dismissal.
- Subcontractor or personnel being removed from site.
- Police notification if criminal offences are likely to be involved.

9. SUPPORT AND ASSISTANCE

Confidential support available for employees seeking help with substance misuse.

This will be either via the HR department or directly to T Waudby (contactable by the normal methods)

The key takeaway to preventing issues in relation to drug or alcohol, related issues is to avoid it in the first place.

If in doubt, arrange alternative transportation, like a designated driver, taxi, rideshare, or public transportation. Caution and common sense are your allies.

Keep in mind that just because you no longer feel impaired after drug or alcohol use ... it doesn't mean residues in your system doesn't exceed the limit.

10. SUBCONTRACTOR AND SUPPLIER OBLIGATIONS

All subcontractors and suppliers will be informed of this policy document, ongoing compliance is mandatory ; identified breaches may result in removal and contract termination.

11. LEGAL (AND OTHER) REFERENCES

- Health and Safety at Work Act etc.
- Misuse of Drugs Act
- Road Traffic Act
- CDM Regulations and client-based site rules
- ISO 9001, 14001 and 45001 etc

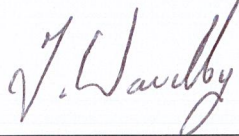
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12. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by the GFS Ltd Senior Management team or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits and feedback mechanisms to identify and address potential weaknesses.

SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	February 2026