

Drugs and Alcohol Policy

Our approach

We have a responsibility to keep everyone safe at work. Being under the influence of drugs or alcohol at work puts you, your colleagues and the public at risk. It also affects your ability to do your job.

This policy applies to all colleagues, contractors and visitors on Company premises or carrying out work on our behalf. Any breach of this Policy may lead to disciplinary action, up to and including summary dismissal.

Coming into work

You must not:

- Come to work under the influence of alcohol or drugs (including prescription medication where it affects your ability to work safely) or novel psychoactive substances (NPS)
- Bring illegal drugs onto Company premises
- Sell, distribute or supply illegal drugs at work or through work connections

If your role involves driving, operating machinery, or working at height, the risks are even more serious. Any impairment in these roles is treated as a safety-critical matter.

If you need to drive for work reasons, of course you must also be within the [legal drink drive limit](#) at all times.

If you've been prescribed medication that you think might affect your ability to work safely, or you have a medical condition that may replicate the signs of intoxication, please speak to your manager before you start work. We will treat this in confidence.

During work

You must not consume alcohol, illegal drugs or any other substances – including NPS and solvents – while you are working. This applies whether you are on site, working from home or remotely, or travelling in a vehicle for work purposes.

Work-related events

We enjoy getting together as a team, and work events are part of this. If alcohol is available at a work event – whether that is a team night out, a celebration or a festive occasion – we trust you to be sensible. Please drink in moderation and remember that our standards of behaviour apply just as much outside the office as inside it.

You must not be in possession of, purchase or supply illegal drugs or any other substances at any work-related event or activity, regardless of where it takes place.

If you are found to be in possession of drugs, appear to have taken them, or your behaviour or judgement is impaired due to alcohol at a work event, you may be asked to leave. We will follow up with a meeting to understand what happened, and the matter will be dealt with under our Disciplinary Policy, which could result in disciplinary action up to and including dismissal.

Prescription and over-the-counter medication

Some prescribed or over-the-counter medicines can affect your alertness, coordination or judgement. If you are taking medication that might affect your ability to work safely, please tell your manager so we can make any necessary adjustments. This will be treated confidentially.

Seeking help

We recognise that drug and alcohol dependency is a health issue. If you are struggling with alcohol or substance misuse, we want to support you. Please speak to your manager or the People Team in confidence - we will help you access the right support.

Seeking help voluntarily will not, in itself, result in disciplinary action. However, this does not excuse conduct that has already occurred.

Testing

We may carry out drug and alcohol testing where there is reasonable cause to believe a colleague is impaired, following a workplace accident or incident, or as part of a random testing programme in safety-critical roles. Testing will be carried out fairly and in line with legal requirements.

Consequences

Being under the influence of drugs or alcohol at work, or possessing or supplying illegal drugs, is treated as gross misconduct and may result in summary dismissal. We may also be required to report certain offences to the police.

Questions

If you have questions about this policy, or if you need support please speak to your manager in the first instance.

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Version	Date	Author	Changes
V1	-	Milbank Group	Creation
V2	30/04/2026	Milbank Group	Approved