



Intoxicants Policy

Policy Statement

Purpose of policy

The purpose of the policy is to avoid the adverse effects of alcohol and drugs (intoxicants) and to protect the health and safety of all employees in the workplace and while on company business in accordance with section 13 of the Safety Health & Welfare at Work Act, 2005.

Name of Policy	Intoxicants Policy
Tricel Site	Tricel Group
Applicable Policies	List any related procedures or processes that may be referenced or interconnected with this.

1. Introduction

The purpose of the policy is to avoid the adverse effects of alcohol and drugs (intoxicants) and to protect the health and safety of all employees in the workplace and while on company business in accordance with section 13 of the Safety Health & Welfare at Work Act, 2005.

The term “intoxicant” can include drugs or alcohol or combination of both including prescribed drugs, over the counter medication and illegal substances. The use, possession, manufacture, sale, distribution of illegal drugs or alcohol is prohibited whether on or off premises while conducting company business on or off premises this includes operating company equipment/machinery. Additionally, while operating a company owned or insured vehicle while on company business.

2. Scope

This policy applies to all employees, our contractors and potential employees of Tricel.

3. Out of Scope

This section is not applicable to this policy.

4. Definitions

Intoxicants	Intoxicants are substances that, when introduced into the body, can impair cognitive or physical function. This includes alcohol, illegal drugs, certain prescription medications, over-the-counter medications, or any other controlled or uncontrolled substances that alter perception, judgment, coordination, or the ability to perform tasks safely and effectively.
Under the Influence	“Under the influence” refers to the state in which a person’s ability to perform their duties safely and competently is diminished due to the effects of an intoxicant. This may manifest as impaired judgment, slowed reaction times, reduced motor skills, or other noticeable behavioural or physiological changes.
Reasonable Suspicion	“Reasonable suspicion” is the belief, based on observable and objective facts or behaviour, that an employee may be impaired by intoxicants. Examples of such facts include slurred speech, an unusual smell (e.g., alcohol or marijuana), unsteady movement, erratic behaviour, or other indicators that suggest the individual may be under the influence.
Prohibited Substances	“Prohibited substances” include any intoxicants not permitted by the organization’s policy. This typically encompasses alcohol, illegal drugs, unauthorized prescription medications, synthetic drugs, and any other substances explicitly banned by the workplace rules.

5. Responsibilities

Roles	Responsibilities
Employee	<p>Understanding and Compliance: Familiarise themselves with the intoxicant policy and comply fully with its guidelines.</p> <p>Self-Awareness: Refrain from using intoxicants that may impair their performance or safety at work.</p> <p>Reporting Concerns: Report observed policy violations or safety concerns to the appropriate supervisor or HR representative.</p>

	<p>Supportive Environment: Encourage a culture of responsibility and support colleagues who may need help in addressing substance-related issues.</p>
Line Manager/ Team Leader/ Supervisor	<p>Policy Enforcement: Ensure that the intoxicant policy is communicated clearly to all employees, and consistently enforce its provisions.</p> <p>Training and Education: Provide ongoing education about the policy, including the risks of intoxicant use in the workplace and available support resources.</p> <p>Monitoring and Intervention: Monitor employee behaviour for signs of intoxication or substance misuse and take appropriate, confidential action when necessary.</p> <p>Support and Guidance: Offer assistance to employees seeking help, such as connecting them with employee assistance programs (EAPs)</p>
HR Department	<p>Policy Development and Updates: Establish and regularly review the intoxicant policy to ensure compliance with relevant laws, industry standards, and company objectives.</p> <p>Recordkeeping and Confidentiality: Maintain accurate and confidential records of any reported incidents, interventions, and accommodations.</p> <p>Legal and Regulatory Compliance: Stay informed on applicable laws and regulations, ensuring the policy and its enforcement methods meet all legal requirements.</p> <p>Communication Channels: Act as a point of contact for employees to raise concerns, report policy violations, or request assistance. Establish appropriate mechanisms whereby employees or job applicants who feel that they have been unfairly treated can have their complaints investigate</p>

6. Policy

6.1. General

The use, possession, manufacture, sale, distribution of illegal drugs or alcohol is prohibited whether on or off premises while conducting company business on or off premises this includes operating company equipment/machinery.

Additionally, while operating a company owned or insured vehicle while on company business.

Tricel will endeavour to manage and conduct work activities in such a way as to prevent, so far as is reasonably practicable any improper conduct or behaviour likely to put the safety, health or welfare of employees at risk. Tricel seeks to prevent the misuse of drugs and alcohol by employees and does not permit the possession, or use of any intoxicant on company property. The company regards any breach of this rule as gross misconduct. Misuse of alcohol and/or drugs will impair the ability of an employee to perform their duties effectively and safely and endanger co-workers, the public and company property.

6.2 Prescribed Drugs

Employees taking prescribed drugs should (along with their physician's advice) establish if these drugs may adversely affect their work and safety. If this is the case, they should immediately inform their Department Supervisor/Manager. Any medical information will be dealt with in strict confidence

6.3 Alcoholism & Drug Addiction

Alcoholism and drug addiction are considered to be a disability and any employee suffering from a disability will not be discriminated against on the basis of their illness. Employees will be actively encouraged to avail of professional assistance. Any information received from employees concerning addiction will be dealt with in the strictest of confidence. If an employee continues to be in such a state as to endanger his or her own safety, health or welfare at work or that of any person while failing to continue with treatment or respond to same they will be subject to appropriate disciplinary action up to and including dismissal.

6.4 With Cause Testing

Employees who are suspected of being under the influence of intoxicants in a work related accident may be subject to with cause testing.

With cause testing is applied in any circumstances where an employee appears to be under the influence of an intoxicant in breach of this policy. This will be of words; smell of alcohol, admitted or observed taking of illegal or non-prescribed

drugs or volumes of alcohol which might cause the legal limit from driving to be exceeded, unusual or abnormal behaviour.

In all cases prior to an employee being requested to undergo with cause testing procedures more than one person will have submitted an opinion of the suspected presence of intoxicants to warrant the test. The testing will be conducted by an appropriate medical advisor. All employees are expected to cooperate fully with such testing.

6.5 Search for Intoxicants

When there is reasonable suspicion to believe that an employee may be in possession of drugs or alcohol a search on company premises and company property can be conducted at any time.

7. MONITORING AND REVIEW

The Intoxicants Policy will be reviewed on a regular basis to ensure its compliance with legal obligations, best practice and its effectiveness.

8. SUPPORTING DOCUMENTATION

United Kingdom

Health and Safety at Work Act 1974 to maintain a safe workplace, identify hazards, and control risks, including those arising from intoxicant use

Management of Health and Safety at Work Regulations 1999 to conduct risk assessments and take steps to eliminate or control risks, including those associated with intoxicant use that could impair performance or increase accident risks.

Road Traffic Act 1988 legal limits for blood alcohol concentration when operating vehicles.

Equality Act 2010 where Intoxicant use is linked to an underlying health condition or disability.

Ireland

Safety, Health and Welfare at Work Act 2005 to maintain a safe workplace, identify hazards, and control risks, including those arising from intoxicant use.

The Road Traffic Acts

Data Protection Legislation (GDPR and Data Protection Act 2018)

safeguarding employees' personal data and ensuring that any testing is necessary, proportionate, and transparent.

9. ACKNOWLEDGMENT AND COMPLIANCE

This section is not applicable to this policy.