JANNET SECURITY SERVICES		Drugs & Alcohol Practice	
JSP - Jannet Security Practices Integrated Management System		Controlled Doc Number	JSP-025
		Version	1
		Effective From	02/02/2026
Approved By	Malik Sheraz - Managing Director	Review Date	01/02/2027

1. Purpose

The purpose of this Practice is to ensure that employees, workers and other personnel engaged by Jannet Security Services Ltd are fit to perform their duties safely, effectively and professionally.

The Company is committed to maintaining a safe working environment free from the adverse effects of alcohol, illegal drugs, substance misuse and any impairment that may affect health, safety, wellbeing, performance or service delivery.

This Practice supports the Company's Integrated Management System (IMS) and helps ensure compliance with health and safety, employment and operational requirements.

2. Scope & Application

This Practice applies to:

- All employees and workers
- Agency personnel
- Contractors and subcontractors
- Temporary staff
- Visitors whilst undertaking activities on behalf of the Company

This Practice applies to all Company operations, including:

- Security guarding services
- Mobile patrol services
- Key holding and alarm response
- Canine (K9) operations
- Event security and stewarding
- Office and administrative functions

3. Roles & Responsibilities

Managing Director

- Provides leadership and oversight for the implementation of this Practice
- Ensures appropriate arrangements are in place to manage risks associated with substance misuse
- Reviews significant incidents and compliance issues

Operations Director

- Implements this Practice across operational activities
- Ensures managers are aware of their responsibilities
- Investigates concerns and escalates significant issues where necessary

Managers & Supervisors

- Monitor employees for signs of impairment
- Take appropriate action where concerns arise
- Maintain confidentiality where practicable
- Support employees who seek assistance with substance-related issues

Employees & Operatives

- Present themselves fit for work at all times
- Comply with this Practice and any related procedures
- Report concerns where safety may be affected
- Inform management where prescribed medication may affect their ability to perform their duties safely

4. How This Practice Operates

General Principles

Jannet Security Services Ltd operates a zero-tolerance approach towards employees attending work whilst impaired by alcohol, illegal drugs or the misuse of any substance which may affect safety, judgement, performance or professional conduct.

Personnel must be capable of carrying out their duties safely and effectively at all times.

Alcohol

Employees must not:

- Report for work under the influence of alcohol
- Consume alcohol during working hours unless specifically authorised for a legitimate business purpose
- Possess alcohol whilst carrying out duties where this may affect safety, professionalism or operational requirements

Illegal Drugs

Employees must not:

- Possess illegal drugs whilst at work or undertaking Company business
- Use, distribute, supply or be under the influence of illegal drugs whilst working
- Engage in any activity involving illegal substances that could affect their suitability for employment or operational duties

Prescription and Over-the-Counter Medication

Employees are responsible for ensuring that any medication taken does not impair their ability to perform their duties safely.

Where medication may affect concentration, alertness, coordination or judgement, employees must notify their manager before commencing work.

Appropriate adjustments may be considered where necessary.

Safety Critical Duties

Employees undertaking safety-critical activities, including security guarding, alarm response, mobile patrols, driving duties, canine operations and event security, are expected to maintain the highest standards of fitness for work.

Any impairment that may affect safety must be reported immediately.

Reporting Concerns

Where a manager or supervisor has reasonable grounds to believe an employee may be impaired, appropriate action may be taken to protect the employee, colleagues, clients and members of the public.

This may include:

- Removal from operational duties
- Investigation of the circumstances
- Referral for support where appropriate
- Formal disciplinary action where justified

Support and Assistance

The Company recognises that substance dependency may be a health and wellbeing issue.

Employees are encouraged to seek assistance at an early stage where they believe alcohol or substance use may affect their wellbeing or work performance.

Where appropriate, the Company may consider reasonable support measures.

Employees seeking assistance voluntarily will be treated fairly and confidentially, subject to operational and safety requirements.

Disciplinary Action

Breaches of this Practice may result in disciplinary action.

Serious breaches, including attending work whilst impaired, possession of illegal drugs during work activities, or actions placing others at risk, may be treated as gross misconduct and could result in dismissal.

5. Compliance & Standards

This Practice aligns with, where applicable:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Misuse of Drugs Act 1971
- Road Traffic Act 1988
- Employment Rights Act 1996
- SIA Approved Contractor Scheme (ACS)
- Applicable employment and health and safety legislation

6. Records & Evidence

The implementation of this Practice is evidenced through controlled records, including but not limited to:

- Training Records (JSC-011)
- Policy Acknowledgement Records (JSC-011f)
- Incident & Accident Reports (JSC-022)
- Disciplinary & Grievance Records (JSC-015)
- Management Review Records (JSC-006)
- Corrective & Preventive Action Register (JSC-007)
- Employee Feedback Records (JSC-014a)

7. Related Practices & Documents

This Practice should be read in conjunction with:

- JSP-018 Health, Safety & Welfare Practice
- JSP-019 Lone Working Practice
- JSP-021 Incident & Accident Management Practice
- JSP-024 Mental Health & Wellbeing Practice
- JSP-042 Disciplinary & Grievance Practice

8. Review & Continual Improvement

This Practice is reviewed at planned intervals or following changes in legislation, operational requirements, audit findings or identified concerns.

Opportunities for improvement are identified through feedback, management review and risk assessment, with actions tracked to completion.