



FASTVIEW360

superfast video monitoring

DRUG AND ALCOHOL POLICY

2026



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Principles of Data Protection

Fastview360 Limited ('the Company', 'we' or 'us') is committed to providing a safe, healthy, and productive working environment for all employees, contractors, and visitors. The misuse of alcohol, illegal drugs, controlled substances or other intoxicating substances can adversely affect health, safety, attendance, performance, conduct and the Company's reputation. The Company therefore prohibits employees from attending work or carrying out duties while impaired by drugs or alcohol. The Company recognises that alcohol or drug dependency may constitute a health issue and will, where appropriate, seek to support employees in obtaining help and treatment. Lawfulness, fairness and transparency.

Objectives of the Policy

- To promote health and safety.
- To reduce the risk of accidents and incidents.
- To ensure compliance with legal obligations.
- To encourage employees to seek support at an early stage where substance misuse may be affecting them Performance of a contract (e.g., employment contract)

Scope

This policy applies to all employees, contractors, consultants, agency staff, temporary staff and visitors working on company premises, customer sites, remotely or representing Fastview360 Ltd in any capacity

Policy Requirements

1. Prohibited Conduct
 - a. Reporting to work under the influence of alcohol or illegal drugs.
 - b. Consuming alcohol or drugs during working hours, including breaks, unless expressly part of authorised company events.
 - c. Possess, use, distribute, supply or sell illegal drugs or alcohol on company premises or sites
 - d. Misuse prescription or over-the-counter medications.
 - e. Use of Company equipment or vehicles while impaired by alcohol, drugs or medication
2. Prescription and Over-the-Counter Medication
 - a. Employees taking prescribed or over-the-counter medication that may impair performance, concentration, judgement, coordination, reaction times or the ability to work safely must notify their manager confidentially.
 - b. The Company will consider reasonable adjustments where appropriate, particularly where an employee has an underlying medical condition or disability within the meaning of the Equality Act 2010.
3. Testing and Monitoring
 - a. Where appropriate and lawful, the Company reserves the right to carry out drug and/or alcohol testing:
 - i. In safety-critical roles;
 - ii. Following workplace accidents or near misses;
 - iii. Where there is reasonable suspicion of impairment or misuse;

- iv. As part of an agreed monitoring or rehabilitation programme.
- b. Testing will be carried out:
 - i. Fairly and consistently;
 - ii. By appropriately qualified providers where applicable;
 - iii. In accordance with health and safety obligations and data protection laws;
 - iv. With respect for individual dignity and privacy.

Refusal to undergo testing without reasonable explanation may be treated as a disciplinary matter.

Test results will be treated as confidential special category personal data in accordance with the UK GDPR and the Company's data protection policies.

4. Support and Rehabilitation

Employees experiencing alcohol or drug dependency are encouraged to seek assistance at the earliest opportunity.

- a. Where appropriate, the Company may:
 - i. Provide support through management or HR;
 - ii. Allow reasonable time off for treatment or counselling appointments
 - iii. Refer employees to occupational health or employee assistance services where available;
 - iv. Agree a support or rehabilitation plan.

Employees who voluntarily seek help before any disciplinary issue arises will normally be supported confidentially and sympathetically.

However, breaches of this policy relating to safety, misconduct, poor performance or unlawful activity may still result in disciplinary action.

5. Searches

- a. Where there are reasonable grounds to suspect breaches of this policy, the Company reserves the right, where lawful and proportionate, to conduct searches of Company property including lockers, desks, vehicles, bags and electronic devices.
- b. Searches will be conducted in a reasonable manner and, where possible, in the presence of a witness

6. Disciplinary Action

- a. Breaches of this policy will be dealt with under the Company's disciplinary procedure and may constitute gross misconduct. Examples may include:
 - i. Attending work while impaired;
 - ii. Refusing to comply with lawful testing requirements;
 - iii. Possession or supply of illegal drugs at work;
 - iv. Serious breaches creating health and safety risks.
- b. Possible outcomes include:
 - i. Formal warnings;
 - ii. Suspension from duties;
 - iii. Dismissal; or
 - iv. Termination of contracts for contractors or agency staff.

The Company will investigate concerns fairly and in line with the principles of the Advisory, Conciliation and Arbitration Service (ACAS) Code of Practice on Disciplinary and Grievance Procedures.

7. Responsibilities

- a. Managers are responsible for:
 - i. Ensuring employees are aware of this policy;
 - ii. Monitoring workplace safety and conduct;

- iii. Addressing concerns promptly and appropriately;
 - iv. Maintaining confidentiality;
 - v. Seeking HR advice where necessary.
 - b. Ensuring employees are aware of this policy;
 - i. Monitoring workplace safety and conduct;
 - ii. Addressing concerns promptly and appropriately;
 - iii. Maintaining confidentiality;
 - iv. Seeking HR advice where necessary.
8. Employees
- a. Employees are responsible for:
 - i. Complying with this policy;
 - ii. Presenting themselves fit for work;
 - iii. Taking reasonable care of their own health and safety and that of others;
 - iv. Reporting safety concerns where appropriate.
9. Company
- a. The Company will
 - i. Provide appropriate communication and training;
 - ii. Apply this policy fairly and consistently;
 - iii. Comply with data protection obligations;
 - iv. Support employees where appropriate.

10. Data Protection

The Company will process data collected under this policy in accordance with applicable data protection legislation, including the UK GDPR and the Data Protection Act 2018.

Information relating to drug and alcohol testing or medical conditions will be treated as sensitive personal data and handled confidentially.

Signed:



Wayne Moss – Managing Director

Date: 20/05/2026

Signed:



Toby Fournier - Head of Legal

Date: 20/05/2026

Review Date – May 2027