

Alcohol and drug policy

An alcohol- and drug-free workplace is a prerequisite for a good working environment. It is not allowed to use alcohol or other drugs during working hours or be under the influence when coming to your workplace.

BudXpress in Mälardalen AB requires that all employees and temporarily active in the workplace area, that they completely refrain from using drugs in both working hours and leisure time. All handling and consumption of drugs, which are not prescribed by a doctor, is criminal and is therefore not accepted in any form in our workplace.

All employees have a common responsibility to work for a good working environment without alcohol and drugs.

Drug policy action program

To prevent alcohol and drug abuse on BudXpress should:

- all staff receive a good introduction to BudXpress' view of drugs in the workplace,
- all staff have regular development talks with the management.
- social community is stimulated to take advantage of employees' needs and ability to empathize.

Procedures in case of suspicion of abuse by employees

- Everyone has an obligation to react if they know or suspect that alcohol or other drugs are being used by an employee. Notify immediate manager.
- The person in charge initiates conversations with the employee. Intervene in time and prepare properly before the call.
- Should it turn out that abuse occurs, traffic managers should consult with the person in charge. A contact is made with the occupational health service for support and possible rehabilitation.
- Rehabilitation measures presuppose an active involvement of the employee.
- Managerial and peer support is important during and after rehabilitation.

Routines if an employee is under the influence of alcohol / drugs during working hours

- An employee who is under the influence of alcohol / drugs must not be at the workplace. The employee may need hospital care or come home but be supervised.
- Emphasize that it is important for the employee to return to work if he or she is sent home.
- Prepare for a conversation with the employee the following day. Try to find out if it is a one-time occurrence or if it may be a matter of substance abuse problems.
- Document deteriorating work performance.
- Document absence.
- Make clear what requirements are placed on the employee and what is expected in the work.

All this so that the employee can return to work after rehabilitation as soon as possible.