

People & Culture Policy

Alcohol and Drugs Misuse Policy

| 01 June 2026

Chief People Officer



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1. Introduction

This policy sets out Excel London's approach to managing alcohol or drug misuse at work.

We have a duty to take care of the health and safety of all our employees and others affected by our activities. It is important for us to ensure that colleagues behave in an appropriate, professional and responsible manner at work and that alcohol or drug misuse does not create a health and safety risk.

At the same time, we genuinely care about the health and wellbeing of our workforce and are invested in creating an environment where everyone can thrive.

We recognise that alcohol or drug dependence is a medical condition. If you disclose, or we suspect, that you have an alcohol or drug problem, we will take a non-judgmental and supportive approach to ensure that you get the help that you need.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

2. Scope

This policy applies to anyone working for or behalf of Excel London, including employees, workers, contractors, agency staff, volunteers, interns and apprentices.

3. What is alcohol and drugs misuse?

Alcohol and drug misuse is when an individual drinks alcohol, or takes illegal drugs, medicines, or substances such as solvents, in a way that is harmful.

Early warning signs of alcohol or drug misuse include:

- unexplained or frequent absences;
- a change in behaviour;
- behaving in an aggressive or reckless way;
- unexplained dips in productivity;



- accidents or near misses;
- performance or conduct issues;
- sudden changes of mood; or
- breakdown in relationships with colleagues.

If you notice obvious signs of alcohol or drug misuse in a colleague, you should report your observations and/or suspicions to your line manager and the People and Culture department (peopleandculture@excel.london).

4. Your conduct at work

We have a duty to ensure a safe working environment and not to expose you and others affected by our activities to any unnecessary risk.

For this reason, it is strictly prohibited to:

- drink alcohol or take drugs that are likely to render you unfit or unsafe for work during any period that you are working;
- work, or report for work, while under the influence of alcohol or drugs;
- supply others with alcohol or drugs during working hours or in the workplace;
- store alcohol or drugs at the workplace such as in lockers and desk drawers; or
- be over the legal drink-drive or drugs-drive limits if you need to drive for work reasons.

If we suspect that you are unfit or unsafe to undertake your work because you are under the influence of alcohol or drugs, you may be suspended from your duties until the matter is investigated.

5. Work related social events

The Work Related Social Events Policy applies to all work related social events.

You may consume alcohol at a work-related social event where alcohol is available or permitted by Excel London. Where alcohol is consumed in the context of client entertaining or another work-related occasion outside normal arrangements, prior line manager approval may be required.



You should remember that you are representing the organisation during any work-related social event or while entertaining clients and you should drink in moderation.

You should always take steps to ensure that you are well within the legal drink-drive alcohol limit if you are going to be driving home after an event or in the morning after an event.

Excel London has zero tolerance for illegal drugs at work related social events. This includes using, possessing, supplying, or being under the influence of illegal drugs.

Any involvement with illegal drugs at a work-related social event may be dealt with under the Company's Disciplinary Policy and is likely to be treated as gross misconduct. Each case will be assessed on its own facts and merits before any decision is made on the appropriate outcome.

You should also be aware that the organisation's Equality, Diversity and Inclusion policy and Anti-bullying and Anti-Harassment policy continue to apply during any work-related social events. In accordance with these policies, discrimination, victimisation, bullying or harassment, including sexual harassment, of any kind will not be tolerated.

6. Illegal drugs

If you are found in possession of illegal drugs during your working hours, or at a work-related event, we will have no option but to report the matter to the police.

Where the Company receives credible information or evidence indicating potential illegal drug activity on its premises, including staff areas, public areas and car parks, we reserve the right to refer the matter to the police.

7. Side effects of prescription medication

You are required to inform your line manager or People and Culture if any prescribed or over-the-counter medication you are taking may affect your fitness for work, safety, judgement, or the outcome of an alcohol or drugs test.

This is particularly important if you work in a role where safety is critical.



8. Breach of the policy

Any breach of this policy may be dealt with under the Company's Disciplinary Policy. In deciding the appropriate outcome, the Company will take account of all the relevant facts and circumstances, including whether the individual is receiving support for a drug- or alcohol-related problem. Where appropriate, conduct may be treated as gross misconduct.

9. Alcohol and drugs testing

We reserve the right to test for alcohol and drugs, either randomly or in specific circumstances. For more information, please refer to our Alcohol and drug testing policy.

10. Requesting support

We recognise that alcohol or drug dependence may be a medical condition and can have a serious impact on an individual's mental, physical and social wellbeing.

If you think you may have an alcohol- or drug-related problem, we encourage you to speak to your line manager as early as possible so that appropriate support can be discussed. If you do not feel able to speak to your line manager, you may approach the People and Culture team instead.

We understand that asking for help can be difficult. Any health or medical information you disclose in this context will be treated sensitively, confidentially and in a non-judgemental manner. It will only be shared where there is a legitimate business or legal need to do so, and only the minimum relevant information will be disclosed.

11. Occupational Health

If we suspect that you have an alcohol or drug problem, we may refer you to occupational health so that they can advise on the type of support that may be appropriate. Occupational Health may also signpost you to external sources of help and advice.



12. Employee Assistance Programme (EAP)

Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis about any issue that is troubling you. To access the EAP, go to Help@Hand from Unum (via your app store) or call 08083 043 698. The 24 hour helpline is available to you, your partner, and your children (aged 18-24).

13. External sources of help

There are various organisations that provide help and support relating to alcohol or drug dependence, including:

- Alcohol Change, which is a national charity working to help reduce problems caused by alcohol;
- Drinkaware, which is an independent charity, which works with others to help reduce alcohol-related harm by helping people make better choices about their drinking;
- Drinkline, which is a free confidential helpline for people who are concerned about their drinking;
- FRANK (Talk to Frank), which offers confidential help and advice on drugs; and
- The Health and Safety Executive (HSE), which has produced guidance on managing drug or/and alcohol abuse at work and signposts the help and support available to those affected.

14. Data Protection

We will process any personal data collected in accordance with our data protection policy / policy on processing special categories of personal data. Data collected from the point at which we become aware of the issue is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support.

15. Related Policies

- Alcohol and Drugs Procedure



- Alcohol and Drugs Testing Policy
- Dignity at Work Policy
- Diversity, Equality, and Inclusion Policy
- Disciplinary Policy
- Grievance Policy
- Health & Safety Policy and Procedures
- Safeguarding Policy
- Work Related Social Events Policy



16. Document Control

a. Document Information

Document Title	Alcohol and Drugs Misuse Policy
Document Owner	Chief People Officer
Function	People and Culture
Contact Details	peopleandculture@excel.london
File Reference	

b. Version Control

Version	Date	Name	Position	Amendment
1.0	01/06/2026	Helene Sharrock	CPO	First Draft
2.0	09/06/2026	Helene Sharrock	CPO	Second Draft

c. Document Review/Approval

Name	Position	Department	Date	Review/Approve
Harry Loffman	Head of Legal	Corporate Services	08/06/2026	Reviewed
Gulshan Chopra	Head of Risk & Compliance	Corporate Services	09/06/2026	Reviewed
Jeremy Rees	Chief Executive Officer	Executive Board	09/06/2026	Approved
David Miles	Chief Financial Officer	Executive Board	09/06/2026	Approved

d. Distribution List

Name	Position	Department
All Colleagues	All Positions	All Departments

e. Type of Policy

Name	Yes/No
Corporate	Yes
Operational	Yes
Published	Not externally



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Internal Departments/Areas
All staff

f. Policy Interfaces with the following external entities

External Entities
Contractors and Suppliers of workforce

g. Policy Applies to the following locations

Phase 1	Yes
Phase 2	Yes
Phase 3	Yes
Warehouse K	Yes
Estate Wide	Yes

h. Policy Applies to the following guest groups

Organisers	No
Visitors	No
Excel Workforce	Yes
Contracted Workforce	Yes