



NOVA
HEALTHCARE
SERVICES

Drugs and Alcohol Policy



Nova Healthcare Services (Nova HCS) is committed to maintaining a safe, healthy, and productive work environment for all employees. As part of this commitment, we enforce a strict zero-tolerance policy for the use or possession of drugs and alcohol in the workplace. Any employee found to be under the influence of drugs or alcohol while on duty will face immediate termination of employment.

1. Prohibited Substances

The use, possession, distribution, or sale of illegal drugs or unauthorized substances is strictly prohibited on Nova HCS premises or while conducting company business. This includes but is not limited to controlled substances, narcotics, and recreational drugs.

2. Alcohol Consumption

Consumption of alcohol during work hours, including breaks, is strictly prohibited. Employees are expected to report to work free from the influence of alcohol and to refrain from consuming alcohol while on duty.

3. Impairment

Employees are expected to perform their duties in a safe and responsible manner. Any indication of impairment due to drugs or alcohol, including slurred speech, impaired coordination, or erratic behavior, will be treated as a violation of this policy.

4. Drug and Alcohol Testing

Nova HCS reserves the right to conduct drug and alcohol testing as deemed necessary, including pre employment screening, random testing, and testing based on reasonable suspicion. Refusal to comply with drug and alcohol testing procedures may result in disciplinary action, up to and including termination of employment.

● Non-Compliance

Employees found to be in violation of this zero-tolerance policy will face immediate termination of employment. Nova HCS is committed to providing a safe and drug-free workplace for all employees and will take decisive action to address any violations of this policy.



- **Support and Resources**

Nova HCS recognizes that substance abuse may be a complex issue requiring support and assistance. Employees struggling with substance abuse are encouraged to seek help through available resources, such as employee assistance programs (EAPs), counseling services, or community-based support groups.

- **Confidentiality**

All matters related to drug and alcohol use will be handled with the utmost confidentiality and sensitivity. Information obtained through drug and alcohol testing reports of suspected substance abuse will be treated with discretion and respect for the privacy of the individuals involved.

Nova HCS appreciates the cooperation of all employees in maintaining a safe and drug-free workplace. Your adherence to this zero-tolerance policy is essential to ensuring the well-being and safety of everyone in our organization. If you have any questions or concerns regarding this policy, please contact the human resources department for assistance.

For any questions or concerns related to this policy, please contact admin@novahc.co.uk

Policy Approval Date: **01/02/2024**

Policy Review Date: **01/02/2025**

Nikki Virk.
Director and Founder.
Nova Healthcare Services Ltd.