

ALCOHOL AND DRUG ABUSE POLICY

1 About this policy

- 1.1 We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse.
- 1.2 The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:
 - 1.2.1 All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems;
 - 1.2.2 Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage; and
 - 1.2.3 Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently.
- 1.3 This policy is not intended to apply to “one-off” incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an on going problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.

2 Alcohol

- 2.1 Misuse of alcohol can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.
- 2.2 You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).
- 2.3 Our policy is to forbid the consumption of alcohol on our premises (or client/customer premises).
- 2.4 Any employee who is found consuming alcohol on our premises (or client/customer premises) or is found to be intoxicated at work will face disciplinary action on the ground of gross misconduct under our disciplinary procedure.
- 2.5 You must comply with drink-driving laws at all times. Conviction of a drink-driving offence may harm our reputation and, if your job requires you to drive, you may be unable to continue to do your job. Committing a drink-driving offence while working for us or outside working hours may lead to action under our Disciplinary Procedure and could result in dismissal.

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2.6 If we suspect there has been a breach of the prohibition on substances, or your work performance or conduct has been impaired through substance abuse, we reserve the right to require you to undergo a medical examination to determine the cause of the problem.

3 Drugs

3.1 The possession, use of or distribution of drugs for non-medical purposes on our premises (or client / customer premises) is strictly forbidden.

3.2 If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your Supervisor/Mike Weaver.

3.3 If we suspect there has been a breach of the prohibition on substances, or your work performance or conduct has been impaired through substance abuse, we reserve the right to require you to undergo a medical examination to determine the cause of the problem.

3.4 If you refuse to undergo a medical examination in such circumstances your refusal will constitute gross misconduct in accordance with our Dismissal and Disciplinary Policy and Procedure.

3.5 If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, we reserve the right to suspend you from your employment to allow us to decide whether to deal with the matter under the terms of our Dismissal and Disciplinary Policy and Procedure or to require you to undergo treatment and rehabilitation.

3.6 If you are offered rehabilitation we will determine in consultation with our medical adviser an appropriate period of time during which you will be required to undergo medical treatment. During the period of rehabilitation we will determine whether you are fit to return to work. If you are not judged fit to return to work you will take unpaid leave.

3.7 If at any time you disobey an instruction given to you by us with regard to rehabilitation or suffer a relapse during or following treatment, we reserve the right to withdraw support and to proceed to deal with the matter under the terms of the our Dismissal and Disciplinary Policy and Procedure.

3.8 On your return to work after having been declared fit for work by our medical adviser, should there be any recurrence of the original problem or your performance has been impaired by the problem and you can no longer perform at the required level, you will be subject to disciplinary action under our Dismissal and Disciplinary Policy and Procedure.

3.9 We reserve the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by our employees on our premises (or client / customer premises).

4 Search

4.1 We reserve the right to conduct searches for alcohol or drugs at any time if there are reasonable grounds to believe that the prohibition on substances is being or has been infringed, including,

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but not limited to searches of lockers, filing cabinets and desks, packages sent to our address, Employer vehicles, your personal bags and any further items which are on our premises or the premises of a client or customer.

- 4.2 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the Dismissal and Disciplinary Policy and Procedure.
- 4.3 If you refuse to comply with these search procedures, your refusal will normally be treated as amounting to gross misconduct and it will entitle us to take disciplinary action

5 Identifying a problem

- 5.1 If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their Supervisor. If they will not seek help themselves you should draw the matter to the attention of your Supervisor or Mike Weaver. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.
- 5.2 If you believe that you have an alcohol or drug-related problem you should seek specialist advice and support as soon as possible. Do speak with Mike Weaver.

6 Managing suspected substance misuse

Where a manager considers that deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from a Director.

7 Confidentiality

We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

8 Performance and disciplinary issues

- 8.1 If you agree to undertake appropriate treatment and/or rehabilitation for an acknowledged alcohol or drug-related problem, we may decide to suspend any on going disciplinary action against you for related misconduct or poor performance, pending the outcome of the treatment.
- 8.2 Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or restarted at any time as we see fit.