



## **ALCOHOL AND DRUGS POLICY**

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## **Introduction**

It is the Company's intention to deal sympathetically and constructively with an employee's drug or alcohol problem. (The drugs that this policy refers to are those considered illegal and not prescribed medication.) The employee should firstly seek appropriate help from their GP.

If this problem affects your manner and performance at work, and you refuse any approaches made by the Company to offer help, then the matter will be handled as a disciplinary matter. Also, if help is offered and taken, and the employees work performance reverts back to the problem level, then the matter may also be dealt with through disciplinary procedures

## **Scope**

All employees are responsible for reading this document in its entirety and for ensuring that they comply with all the policy requirements as stated within this document.

## **Policy**

No alcohol or drugs can be brought onto or consumed on Company premises at any time. Staff must never take drugs or drink alcohol if they are required to drive private or Company vehicles on Company business. Employees that represent the company either at business or client functions or any kind of conference outside working hours are permitted to drink alcohol at a moderate level, and must take action to ensure that they are always within the legal limits if they are driving.

Illegal drug taking is always prohibited. A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could even result in the employee's summary dismissal.

The Company reserves the right in any of the listed circumstances to arrange for an employee to be escorted from the Company's premises immediately and sent home without pay for the rest of their working shift.

## **Drug and Alcohol Testing**

On the grounds of protecting not only health and safety, but also the well-being of our employees, the Company reserves the right to carry out random alcohol and drug screening tests on employees in the workplace whose activities and job duties have a significant impact on health and safety of other employees. If any employee receives a positive test result, then this is viewed as a gross misconduct offence and renders the employee liable to a summary dismissal.

Unjustified refusal to participate in random screening tests will also be dealt with through the Company disciplinary procedure.

Further details of this policy are available in our Health and Safety Policy, which is available for your use at every branch and held by the Branch Manager.

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## Signs of Abuse or Dependency

The following may be signs of drug or alcohol dependency, although they may also be indicators of other health problems such as stress or anxiety and each case will be treated on its own merits.

- repeated patterns of depression, or fatigue from sleeplessness, which last two to three days
- erratic performance
- unusual irritability or aggression
- overconfidence
- inappropriate behaviour
- sudden mood changes from extreme happiness to severe depression
- reduced response times
- a tendency to become confused
- reduced productivity
- absenteeism
- poor time-keeping
- lack of discipline
- deterioration in relationships with colleagues, customers or management
- dishonesty and theft
- financial irregularities.

## Sources of Professional Help

Where a Manager has identified that you may be suffering from the ill-health effects of drug or alcohol dependency, you will be encouraged to seek the appropriate help and support to rehabilitate yourself.

- **GP** – a small number of specialist GPs offer a treatment service, but many GPs simply refer on to local specialist substance misuse treatment and/or counselling agencies.
- **Specialist substance misuse treatment agencies** – most substance misuse treatment and counselling agencies in the UK are publicly funded and are free to attend.
- **Self-help groups** – organisations such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) provide peer-led group and individual support to their members, who recognise they need support with controlling their alcohol/ drug consumption.
- **Telephone help lines** – these are useful for initial advice and times of crisis.

Reasonable time off work will be given to staff who have an alcohol or drug dependency problem and who wish to attend counselling and to receive support from the above as part of a rehabilitation plan.

## Rehabilitation

We treat drug and alcohol dependency as a health problem that requires special treatment and help. We also recognise that early identification is more likely to lead to successful treatment. We promise to maintain the strictest confidentiality when dealing with staff that have drug or alcohol dependency issues, within the limits of what is practicable and within the law.

Employees seeking help for drug or alcohol dependency will be allowed reasonable time off for treatment/counselling and every effort will be made to assist them in returning to good health and efficiency.


If your Manager suspects you of having a substance abuse or alcohol problem they will initially approach you with a view to counselling you and encouraging you to seek professional help.

## Monitoring

Managers are responsible for overseeing the advising employees if their personal appearance or dress standards are unacceptable. If an employee disagrees with their manager, they have the normal recourse processes available to them.

An employee who does not meet the standards of this policy will be required to take corrective action, which may include being sent home to change and leaving their place of work. Employees will not be compensated for any work time missed because of failure to comply with this policy.

Deliberate or repeated violations may result in disciplinary action.

Signed: -	
Position: -	Director
Date: -	1 <sup>st</sup> October 2016