

POLICIES AND PROCEDURES

Alcohol and Drug Abuse Policy

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Cross Reference	Aspired Futures Staff Handbook

Purpose of this document

To inform all trustees, staff and volunteers on Aspired Futures (AF) firm stance on Alcohol and Drug Abuse.

Details of policy

The use of drugs and alcohol in the workplace is detrimental to the health, safety and performance of employees and will not be tolerated by AF.

Staff must accept that they have a responsibility for their own health and safety as well as that of others. As such they must not allow drugs or alcohol to impair their health and safety or that of others within the workplace.

- Whilst employed by AF you must not be in possession or under the influence of illegal drugs.
- You must not be found to be in possession of or under the influence of alcohol during the performance of your duties.
- You are, at all times, also prohibited from using, selling, distributing, dispensing, purchasing, or manufacturing illegal drugs on AF or customer premises.

AF definition of being 'under the influence' of alcohol or drugs is;

- For those in a safety critical role this is any positive reading following a drugs or alcohol test, regardless as to whether it is actually impairing your work.
- For roles which are not safety critical this is either the drink drive limit or where evidence suggests your ability to work safely has been impaired regardless of the levels of alcohol or drugs in your system.

Medication Examination/Testing

- AF reserves the right to require you to undergo a medical examination or to submit to a test for substances/drugs/alcohol. Such tests may be performed by the AF itself or by a designated medical practitioner. AF also reserves the right to search AF premises (including lockers and company vehicles) for evidence of any breaches of this policy.
- Such requests will be made where there is a suspicion of a breach of the policy, where there has been an accident or where the employee has previously been found to be in breach of this policy and a random check is felt appropriate to ensure continued compliance with this policy.
- If you refuse to undergo a medical examination, your refusal may constitute gross misconduct under the AF Disciplinary procedure. Further AF may have regard to your refusal and draw inferences from that refusal.
- Once you have attended a medical examination or test, your results will be confirmed to you. If in the meantime you admit you are suffering difficulties, AF reserves the right to suspend you from your employment to allow us to decide whether to deal with the matter under the disciplinary procedure or to require you to undergo treatment and rehabilitation and apply a capability process. However all staff are

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actively encouraged to disclose confidentially any problems they may have with drugs and alcohol and seek assistance to overcome their problems. As such AF may ignore any late admissions of such problems where there has been a reasonable opportunity to seek assistance through us.

Prescribed Medication

- AF appreciate that on occasions, you may be required to take medication as prescribed by your doctor or medical advisors. Such medication is permitted providing it does not adversely affect your performance in any way, or affect your safety or that of others.
- If you have any concerns about the side effects of your medication on your ability to perform your duties, you must liaise with your line manager. You have a responsibility to safeguard your own health, safety and welfare and we rely on you to fulfil this duty to disclose the use of prescribed drugs which may impair your ability to work safely.
- AF prohibits the misuse of over the counter or prescription medication or any legal substances that are subject to abuse. If you are found to be using such substances, you will be subject to the disciplinary procedure.

Alcohol consumption at work related events

- Where alcohol is freely available at work-related events, you are required to exercise good judgment, drink responsibly and be responsible for your own health and safety and that of others.
- Drunkenness is not tolerated by AF, whether during working hours or at work-related events. You are expected to behave responsibly and drivers are advised, where necessary, either to refrain from drinking or to find alternative means of transport.

Under the Influence the next day

- There is no excuse for attending work under the influence of alcohol. It is your responsibility to ensure you drink responsibly outside of work having regard to your obligations to attend work so that you are fully fit, and not under the influence, to attend work.
- If you fail to attend work due to being unfit to do so through alcohol or drugs you will be subject to disciplinary action. If you fail to attend work and evidence is received which suggests you were either drinking heavily the night before or taking drugs AF will draw inferences, conduct an investigation and take disciplinary action.

Failure to Comply

- AF takes breaches of this policy very seriously. Depending on the circumstances surrounding the breach, you may be reported to the police and may be subject to disciplinary action under the Disciplinary procedure (up to and including summary dismissal).
- A zero tolerance approach will be taken in relation to those working in any safety critical role. This extends to anyone who is responsible for driving any kind of vehicle or FLT, operating dangerous machinery or working at heights or in dangerous environments.

Employee Alcohol or Drug Abuse problem

- We recognise that for a variety of reasons it can become easy for people to become dependent on drugs or alcohol. Sometimes these problems can stem from medical illnesses such as depression.
- We encourage any member of staff who has difficulties with drugs or alcohol to raise this with their line manager confidentially in the first instance. AF will discuss this further with you and may refer you to Occupational Health. We may also explore with you other support that can be sought and refer you to other organisations that can provide necessary support. Discussions will be held with you as to what impact your

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problems have on the ability to work safely and explore what temporary steps can be put in place to facilitate access to appropriate treatment and continue working.

- Whilst AF will lend support it is nevertheless your responsibility to accept that support and do everything you can to overcome your problem within a reasonable timescale. A failure to do so could mean that AF has to consider implementing a formal Capability process which could result in termination of your employment if you are unable to overcome your problems and it impairs your ability to perform your duties or work safely.