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## ALCOHOL AND DRUGS POLICY

### 1. Aims

The organisation recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business.

The effects of drug and alcohol misuse range from absenteeism, low productivity and increased disciplinary action to injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned.

The policy applies to all employees.

### 2. Responsibility

The organisation encourages all staff to take responsibility for awareness of the problems, but ultimately responsibility for the operation of this policy lies with Graham Massey, Trustee and Secretary. There are legal obligations for the organisation under common law and the Health and Safety at Work Act 1974, The Transport and Works Act 1992 and The Misuse of Drugs Act 1971.

It is the responsibility of every employee to raise concerns at the earliest opportunity.

### 3. Definitions

Alcohol misuse is defined as consumption of alcohol during working hours or attending work under the influence of alcohol.

Drug misuse refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents, as well as psychoactive substances as defined through the Psychoactive Substances Act 2016.

During working hours includes during breaks or on the way to work.

### 4. The Rules

The organisation does not permit:

- Drug or alcohol misuse during working hours.
- Being under the influence of drugs or alcohol while at work.
- Encouraging others to misuse alcohol or drugs.

### 5. Prescription Drugs and Over the Counter Medicines

Employees are also reminded that prescription or over the counter medicines may have an adverse effect on their ability to perform their duties and that any abuse of legal substances also falls under the rules of this policy.

Employees are expected to consult their GP, consultant or pharmacist about any side effects and inform their line manager before commencing their shift if they have been prescribed any medication that may make it unsafe for them to perform their duties.

## 6. Safeguards

The organisation recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- Absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness.
- It will be recognised that relapses do occur.
- This policy will be monitored and reviewed regularly in consultation with workplace representatives to ensure that it continues to be appropriate and effective.

## 7. Confidentiality

If an employee requests help prior to management being aware of poor performance, then in accordance with the disciplinary or capability procedure any information regarding an employee's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

## 8. Help

We can offer practical support to those experiencing problems, for example, we may be able to refer employees to an appropriate advisory service. The organisation encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

## 9. Disciplinary Action

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where help is refused and/or impaired performance continues.

Dismissal may result from disciplinary action.

Possession of and dealing in illegal substances will be immediately reported to the police in all cases; there is no alternative to this procedure.

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