



DRUGS AND ALCOHOL POLICY

Alcohol and drugs at work

- 1.1 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct. Any such behaviour may lead to disciplinary action.
- 1.2 We expect all our staff to comply with the drink-driving legislation at all times. Our reputation will be damaged if you are convicted of a drink-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for us may lead to disciplinary action and could result in dismissal in accordance with our Disciplinary Procedure.
- 1.3 If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so you must tell your line manager without delay.

Searches

- 1.4 We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks and packages sent to our address which are on our premises.
- 1.5 Any alcohol or drugs found as a result of a search will be confiscated and disciplinary action may result.

Management of suspected substance misuse

- 1.6 If your manager has reason to believe that you are suffering the effects of alcohol or drugs misuse, for example, due to a deterioration in your work or behaviour, they will invite you to an investigatory interview. The purpose of the interview is to:
- (a) discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour; and
 - (b) where appropriate, to offer to refer you to the Occupational Health Department for medical and/or specialist advice.
- 1.7 If, as the result of the interview, your manager continues to believe that you are suffering the effects of alcohol or drugs misuse and you refuse an offer of referral to the Occupational Health Department the matter may be dealt with under our Disciplinary Procedure.
- 1.8 If you agree to be referred to the Occupational Health Department your manager will request an urgent appointment and prepare a letter of referral, a copy of which will be provided to you.
- 1.9 The Occupational Health Department may ask for your consent to approach your GP for advice. A report will be sent to your manager who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.

Providing support

- 1.10 Alcohol and drug related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. Support will be provided where possible with a view to supporting a full recovery, allowing a return to work and the full range of your duties. This may include:
- (a) referral through the Occupational Health Department to appropriate treatment providers, where necessary in conjunction with your GP.
 - (b) time off work to attend treatment as recommended by the Occupational Health Department.
 - (c) adjusting your duties or other support as recommended by the Occupational Health Department during treatment and for an agreed period thereafter, subject to operational requirements and feasibility.
- 1.11 If you do not finish a programme of treatment (either because the treatment provider ceases to support you or because you stop attending) or your recovery and return to work does not happen as anticipated at the outset of a course of treatment, your manager will meet with you to decide what further action should be taken.

Confidentiality

- 1.12 We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately by the Human Resources Department and / or the Occupational Health Department, managers, supervisors and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.
- 1.13 If you seek help with an alcohol or drug-related problem directly from the Occupational Health Department without the knowledge of your manager the matter will be treated confidentially unless, in the opinion of the Occupational Health Department maintaining confidentiality could put you, your colleagues or anyone else at risk. In those circumstances the Occupational Health Department will encourage you to inform your manager and give you sufficient time to do so before sending them a written report advising of any potential risks. You will be given a copy of this report when it is sent to your manager.

Performance and disciplinary issues

- 1.14 If, having acknowledged an alcohol or drug related problem, you undertake treatment and/or rehabilitation, any related performance or disciplinary action may be suspended pending the outcome of the treatment.
- 1.15 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 continued.