



Alcohol and Drugs Policy

Policy Statement

Play Inclusion Project is committed to providing a safe, healthy, and productive working environment for all children, young people, staff and volunteers.

The use of drugs or the consumption of alcohol by employees is inappropriate at any time during working hours and before work. Irresponsible behaviour resulting from the misuse of drugs and/or alcohol may damage our reputation and/or business, and as such, is a policy matter.

This policy sets out our aims in reducing and managing alcohol and drug problems in the workplace. Alcohol and drug problems are associated with a wide variety of costs for employers and employees. These costs include ill-health sickness absence, reduced work performance, and accidents. Consumption of drugs and alcohol (including prescription and over the counter drugs) or intoxication during working hours implicates the health and safety of the individual and others, since these substances impair coordination, judgement, and decision making.

Policy Objectives

- To state our position on alcohol and drugs within the workplace.
- To ensure we comply with appropriate legislation.
- To minimise the creation of risks caused by or associated with alcohol and drugs at work through raising awareness
- To have clear rules regarding substance misuse in the workplace.
- To encourage the early identification of substance misuse
- To support employees experiencing alcohol and drug problems.

Definitions

Alcohol misuse includes when a person drinks alcohol in a way that is harmful, dangerous or if they are dependent on alcohol to function.

Drug misuse includes the use of illegal drugs and the misuse of medicines and substances such as solvents. We define drugs as illegal, prescribed and over the counter medicines and solvents. In the case of prescribed and over the counter drugs, we recognise that their possession and use by the employee is legitimate.

Legal

Under the Health and Safety at Work Act 1974, we recognise the duty to protect the health, safety, and welfare of employees and others who are (or may be) affected by

their activities, as far as is reasonably practicable, and we are committed to taking measures to ensuring this safety.

Under the Management of Health and Safety at Work Regulations 1999, we will carry out a risk assessment to identify workplace hazards and put measures in place to minimise these risks.

Under the Misuse of Drugs Act (1971), it is illegal for anyone, to produce, supply or be in possession of illegal drugs.

Employers may be liable if they knowingly allow an employee, customer, or service user to dispense, manufacture, possess, use or sell drugs on their premises.

Policy Rules

The Company recognises the impact that drugs and alcohol may have on an individual's ability to work safely and correctly and aims to ensure a working environment free from the inappropriate use of substances and where employees are able to carry out their duties in a safe and efficient manner. Play Inclusion Project requires all employees to come to work free from the effects of alcohol and drugs. Working under the influence of alcohol or drugs, or consuming alcohol or drugs during hours of work, including paid and unpaid breaks, is unacceptable behaviour and will be dealt with in accordance with Play Inclusion Project's disciplinary procedure.

Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse may, depending on the circumstances of the individual case, result in summary dismissal.

The dispensing, distribution, possession, use, sale or offering to buy controlled drugs or alcohol at work is prohibited. Any such activity (including reasonable suspicion) will be reported to the police. Any employee found to be in breach of these rules will be liable to disciplinary action that may result in dismissal. This will apply whether or not there is any actual threat to health and safety.

If your doctor prescribes drugs that may affect your ability to perform work, you must discuss this with your Area Manager.

Identifying a problem

Substance misuse may become apparent through a number of signs. The following list of signals (particularly in combination) could indicate an issue. This list is not exhaustive:

- Unexplained or frequent absences
- A change in behaviour
- More accidents or near misses
- Poor time keeping.
- Performance or conduct issues
- A breakdown in working relations.
- Paranoia/aggression.
- Deterioration in physical appearances, such as dental problems/weight loss.

Substance misuse may become apparent through various other signs.

These factors can have various other causes, and we encourage staff to use all the information at their disposal and intellectual discretion to identify a potential problem. Colleagues may be the first to notice when an employee is misusing substances. If a member of staff suspects an alcohol or drug problem in a colleague, they should either:

- Encourage the person to seek help from support agencies.
- Report the matter to a manager (particularly as the safety of vulnerable children and young adults is at stake).

Misconduct

Our policy is principally concerned with ongoing issues of substance misuse. We class these as 'capability issues' as the problem will primarily impact how the individual performs their job.

In circumstances where an employee breaches the policy on an individual case, such as reporting for work drunk or being under the influence of drugs at work, we will class this behaviour as a conduct issue and handle it via the normal disciplinary procedures.

If an employee, for example, is violent at work while under the influence of any substance or deals illicit substances at work or any other very serious incident, we will consider this serious misconduct and are justified in summary dismissal.

If an employee admits to having a substance misuse problem, the disciplinary process may be held in abeyance. This will be subject to the successful outcome of treatment and improvement of performance/job capability.

If the employee subsequently admits to a substance misuse problem following an instance of serious misconduct, we may carry out the support route and the disciplinary route in tandem.

Testing for Illegal Substances and Alcohol

The Company reserves the right to introduce testing, including random testing, for illegal substances and alcohol.

When testing for alcohol a trained employee will use a standard breathalyser. When testing for drugs a trained employee will use an oral fluid test device from a Food and Drugs Administration accredited or similar supplier.

Employees must consent testing for practical and legal reasons. Employees cannot be made to take a test however, any refusal to be tested when the company has good grounds for testing, will be regarded as a refusal to carry out a reasonable instruction and will be dealt with via the disciplinary procedure.

Voluntary Referral

Employees who suspect or know they have a drug or alcohol problem are encouraged to seek support at an early stage from their GP or specialist drug or alcohol agency.. In such instances, we recognise that it is up to the discretion of individuals regarding informing their line managers.

Referral by Management

Managers will offer support to employees who are suspected of having an alcohol or drug problem. If the problem has become apparent because of a decline in work performance, management will place the employee on a performance improvement plan where the employee will be required to demonstrate improvement and satisfactory completion of the support programme.

If performance does not improve, disciplinary action will be taken.

We will give employees the opportunity to attend treatment within work time. If an employee needs to take time off work to get expert help, normal sick pay arrangements will apply.

Confidentiality

Play Inclusion Project recognises that alcohol and drug dependencies are medical problems. Any employee or volunteer misusing drugs or alcohol will be offered support and all discussions in connection with drugs or alcohol will be strictly confidential. This will also be the case with counselling or other treatment which the employee undertakes. While appropriate personnel records will be kept, it is

accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.

Information can only be divulged in cases where safety would be compromised by not doing so.