

# ALCOHOL AND DRUGS POLICY



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# ALCOHOL AND DRUGS

The misuse of alcohol and drugs can adversely impact not only an individual but also their colleagues, clients, and the general public. Ensuring a secure work environment, delivering outstanding customer service by upholding productivity benchmarks, and minimizing absenteeism due to illness all play a crucial role in our achievements.

The Organization mandates that all employees adhere to the alcohol and drugs policy [Optional — along with the testing policy/search policy]. Violations of this policy will be treated with significant gravity and may be addressed within the framework of the Organization's disciplinary process.

Within the context of this policy, the term "drugs" encompasses illegal substances (or legal substances generating effects akin to legal drugs) and other materials, such as solvents. The inappropriate use of prescribed medication also falls under the purview of drug misuse.

## POLICY

The Organization strongly advises against employees consuming alcohol or using drugs prior to driving or beginning their workday. It is imperative that employees do not engage in work or fulfill their job responsibilities while under the influence of alcohol or drugs, regardless of the situation.

Throughout work hours, employees are prohibited from consuming alcohol or using drugs, and they must not be influenced by substances or alcohol. Working hours encompass the period between when an employee commences their work and when they conclude their tasks, which also includes meal breaks. This encompasses any instances of being called upon while on standby or working overtime.

The utilization, possession, storage, transportation, endorsement, and/or sale of drugs or drug-related equipment is strictly forbidden during working hours, whether within the workplace or at other business-related venues.

[Optional] Depending on particular circumstances, employees might be required to undergo tests for alcohol or drugs within their system.

## PRESCRIBED MEDICATION

The policy does not restrict employees from utilizing prescribed medication, non-prescription medication, or herbal remedies. Nonetheless, certain medications like tranquilizers, sleep aids, pain relievers, decongestants, cough suppressants, antihistamines (for treating hay fever or other allergies), and antidepressants can induce drowsiness, potentially impacting their job performance or the safety of themselves and others.

- *If an employee is currently on medication, they are advised to:*
- Consult their doctor or pharmacist to understand potential side effects.

Privately inform their line manager about their medication use and its potential side effects. If necessary, the line manager will make suitable alternative arrangements.



## ASSISTANCE

If an employee proactively steps forward and requests assistance for an issue with alcohol or drugs, the Organization will extend help and support to them. If an employee believes they might be in violation of this policy due to a potential problem, the Organization strongly urges them to approach and seek assistance. The Organization will exhibit understanding and ensure the employee receives the necessary support, which might involve guidance to external experts. Should an employee willingly share with the Organization that they are grappling with an alcohol or drug concern, they will always be treated with respect.

*All discussions will be maintained in the utmost confidentiality.*

The Organization acknowledges that employees may encounter ongoing challenges with alcohol or drug dependency even subsequent to seeking and receiving aid.

The Organization is committed to delivering continuous support to employees in every possible way.

**ABSENCE**

Should employees be away from work as a result of attending treatment for issues connected to alcohol or drug misuse, their absence will be handled in the same manner as standard sick leave.

**FORMAL PROCEDURES**

Although the Organization will show understanding towards employees facing challenges related to alcohol and drugs, there might be instances where it becomes necessary to initiate a disciplinary or performance improvement process if behavior or job performance falls below expectations, potentially leading to employment termination.

In cases of drug-related criminal activities occurring within the workplace, the Organization is obliged to notify the police without exception.

# TESTING [OPTIONAL]

The advantage of testing lies in its capacity to offer an impartial means of ascertaining whether an employee has used alcohol or drugs, negating the dependence on a colleague's subjective viewpoint.

Testing will be conducted in instances where management possesses valid grounds to suspect that an individual covered by this policy is influenced by alcohol or drugs.

Conducted by a reputable external screening organization, the test will adhere to a closely monitored procedure, ensuring equitable, precise, and impartial outcomes. Tests will be conducted in strict confidentiality, safeguarding privacy and dignity.

Upon reasonable and practical request, an employee can designate a coworker or a trade union representative to witness the test, and the Organization will strive to facilitate this arrangement. The Organization will respond accordingly to any endeavor by an employee to falsify a test outcome, which might result in disciplinary measures following the Organization's established protocols, including potential dismissal.

In situations where an individual has undergone testing, had to vacate the premises, and the screening outcome is pending past their next work start time, their response will hinge on the reasons for their testing. They might either be temporarily suspended on their contracted pay or reassigned to non-risk duties until the results become available.

An employee who declines to undergo testing as per this policy could be subject to suitable measures, including disciplinary action pursuant to the Organization's established protocols, potentially leading to dismissal.

All personal data gathered for this purpose will be processed in accordance with the prevailing Data Protection Act of 2018.

## WORK EVENTS [OPTIONAL]

Certain employees, as part of their job responsibilities, will participate in client-related events aimed at cultivating and sustaining client connections. It's possible that alcohol might be present at some of these gatherings. While employees are granted the freedom to consume alcohol during these events, they must refrain from excessive consumption, avoiding becoming intoxicated or compromising their decision-making abilities.

This also entails discontinuing alcohol consumption when directed by a manager. If a manager reasonably believes that the employee's conduct might lead to offense, harm to others, self-endangerment, damage to the Organization's reputation, or unprofessional behavior, the employee must cease drinking alcohol as requested.

## EMPLOYEE ASSISTANCE PROGRAMME [OPTIONAL]

Our staff members can utilize a confidential counseling helpline, offering advice and guidance for those dealing with alcohol or drug-related challenges. Additional information is available [on the Staff Portal].



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