



STAFF DRUGS AND ALCOHOL POLICY

Policy statement

We are committed to providing a safe, healthy and productive working environment for all our staff, students and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

All staff are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

We will not accept staff arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

Who is covered by the policy?

This policy covers all employees or consultants.

This policy does not form part of any employee's contract of employment and it may be amended at any time.

Scope and purpose of the policy

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety. You will be deemed to be under the influence of alcohol or drugs where that is the reasonable opinion of the Principal.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.

Alcohol and drugs at work

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 (including grounds for gross misconduct).

We expect all out 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 action under our Disciplinary Procedure and could result in dismissal.

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 the Principal without delay.

Searches

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.

Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the Disciplinary Procedure.

Drug screening

In cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of drug misuse, the employee or consultant will be asked to participate in a drug-screening programme.

Management of suspected substance misuse

If the Principal has reason to believe that you are suffering the effects of alcohol or drugs misuse, for example, due to deterioration in your work or behaviour, they will invite you to an investigatory interview. The purpose of the interview is to discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour; and where appropriate, refer you for drug-screening.

If, as the result of the interview, the Principal continues to believe that you are suffering the effects of alcohol or drugs misuse the matter may be dealt with under our Disciplinary Procedure.