



# Alcohol and Drugs Misuse Policy

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Haines Business Systems Ltd  
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## Introduction

The company seeks to maintain and promote a healthy and safe working environment for all members of staff, contractors and visitors. Apart from the obvious risks to safety caused by alcohol and drugs misuse, there are social factors to consider, where the behaviour of individuals under the influence may not be conducive to a harmonious working environment. There are additional longer-term health implications that need to be taken into account, especially where individuals are found to be regularly under the influence.

As a company, we recognise that the misuse of alcohol not only compromises health, safety and welfare of staff and visitors, it can also have a negative impact on work performance – both for individuals and the company at large.

We seek to maintain a supportive and positive working environment and will aim to implement this policy document within an open and non-discriminatory environment. We wish to create a culture where disclosure may be undertaken safely – where individuals can openly discuss their alcohol and/or drug misuse with their manager. Managers will make all reasonable efforts to address concerns in relation to this subject.

Members of staff with alcohol or drug concerns will be encouraged to seek help and treatment voluntarily, and engage with appropriate treatment and rehabilitation. For our part, the company will aim to offer support to those staff who acknowledge their problem and who have actively sought help and treatment.

It may be possible to grant sick leave to attend medical appointments in relation to the treatment of alcohol and/or substance misuse. This is at the discretion of the individual's line manager and is dependent upon the individual presents a valid certificate (or other acceptable evidence) confirming attendance for treatment and/or counselling.

The company will use the provisions contained in the disciplinary policy and procedures to address any under-performance in relation to alcohol and/or drugs misuse, misconduct or other unsatisfactory behaviour. This includes failure on the part of individual members of staff to adhere to the provisions set out in this policy document.

