



Alcohol and Drugs Policy

Introduction

The School has a duty to ensure employees and any visitors are free from any risks to their health, safety and welfare so far as is reasonably practicable, which includes the misuse of alcohol or drugs. Alcohol and drugs have the potential to not only damage the health and well-being of employees but also threaten the success of the School.

Scope

This policy sets out the rules its employees are expected to adhere to, explains what the School expectations are for its employees and also guidance on how the School will deal with any issues that may arise.

Where an employee suffers from alcohol or substance abuse problem the School will make every effort to strike a fair balance between constructively assisting an employee and dealing with abuse as a serious disciplinary issue when the rules are broken.

Examples of gross misconduct would be:

- consuming / taking drugs or alcohol on work premises
- being under the influence of drugs or alcohol at work
- an incident of alcohol or drug related misconduct at work.

However, as no two cases will be the same, this policy should be regarded as setting down guide lines and not being of contractual effect.

Employees are expected to implement the policy and report any risks or concerns. This policy is designed to comply with relevant legislation including the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

No alcohol and drug consumption in the workplace

Employees must not drink alcohol or take drugs if they are required to drive either their own car or a School vehicle while on School business. Nor should employees drink alcohol or take drugs when they are on operational standby or on call.

When attending work related social events, conferences, client functions etc, either in work time or outside normal working hours, employees are expected to drink alcohol only in moderation and to ensure they are well within the legal limit if driving or make alternative transport arrangements for getting home. Employees are reminded that they are representing the School and should at all times act in a professional manner. Employees are prohibited from taking drugs at these events.



Social drinking out of office hours and away from the School's premises is generally a personal matter. The School will only become concerned if this impacts the employee's attendance, work performance or conduct.

Any breach of this policy is potentially a disciplinary issue. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

Advice and Counselling

The School will reasonably endeavour to deal constructively and sympathetically with an employee's drug or alcohol related problems, such as alcohol or drug dependency.

It is the responsibility of the employee to seek help at the earliest possible stage when treatment may be easier and before the problem affects work sufficiently to become a disciplinary matter.

HR will be able to provide advice and guidance on how to seek suitable treatment. The primary objective of any discussions will be to assist the employee with the problem in as compassionate and constructive a way as possible. Any discussions relating to the nature of the problem and record of any treatment will be strictly confidential unless the employee agrees otherwise.

An employee with an alcohol or drug problem should seek appropriate help. If alcohol or drug problems affect conduct or performance at work and the employee refuses the opportunity to receive help, the matter will be dealt with under the School's disciplinary procedure. If an employee accepts counselling and assistance but fails to improve, or improves and then reverts back to becoming a problem this may also be dealt with through the disciplinary procedure.

Work related events

The School recognises that work-related events such as Christmas parties, birthday celebrations or other social or informal events are an extension of the workplace. The School appreciates that alcohol will be consumed at such events but nevertheless expects employees to behave responsibly. The School will not be held responsible for bad behaviour on the part of staff and any agreements made by staff under the influence of alcohol will not have any contractual status. Such conduct will be dealt with through the School's disciplinary policy along with any inappropriate behaviour that may be induced due to alcohol consumption. Staff are expected to turn up at the workplace in a fit state to perform their contractual duties on the day after the event if this is a normal workday. Absences will be investigated and may result in disciplinary action.

Alcohol and Drug Related Misconduct

Whilst these rules are aimed at assisting employees with alcohol or drug problems, action will be taken under the School's disciplinary procedure if misconduct takes place at work as a



result of alcohol or drugs, or if an employee is found to be under the influence of alcohol or drugs whilst at work. Incapacity or misconduct whilst working as a result of alcohol or drugs is potentially gross misconduct under the School's disciplinary procedure and liable to summary dismissal. This also applies to an employee believed to be buying or selling drugs or in possession of or taking drugs on the School's / Client's or Third Party premises, or at School events.

The School reserves the right in any of these circumstances to arrange for the employee to be escorted from the School's premises immediately and sent home without pay for the rest of the day or shift.

Alcohol and Drug Testing

On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, the School reserves the right to carry out random alcohol and drug screening tests on employees whose activities and duties have a significant impact on their health and safety and that of others. A positive test result will be considered potential gross misconduct, possibly resulting in summary dismissal in accordance with the School's disciplinary procedure. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.

The School may also have reasonable grounds to conduct 'For cause' screening under certain circumstances. These may include a situation where an employee's behaviour gives reasonable cause to suspect they may be unsuitable to continue working as a consequence of misuse of drugs and / or alcohol; or to determine whether or not drugs and / or alcohol was a causal factor in an incident or an accident.

The School will regularly review this policy. The School also guarantees strict discretion on confidentiality on all matters related to this policy.

All employee data processed or retained relating to this policy will comply with GDPR Regulations 2018,

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