

ALCOHOL AND OTHER SUBSTANCES POLICY

Aim of the policy

The purpose of this policy is to make clear to all staff of Rotunda Ltd.'s position on alcohol and substance abuse while at work and the action to be taken if such circumstances arise.

This policy aims to contribute to a safe and healthy work environment by:

- Preventing drugs, alcohol and other substances problems through awareness raising and providing guidance on the symptoms, effects on work and health consequences of drugs, alcohol and substance abuse;
- Identifying problems at an early stage, thus minimising risks to the health and safety of employees and potentially safeguarding the health and safety of fellow employees and others;
- Recognising drug, alcohol and other substances problems as medical conditions that are potentially treatable and providing the means whereby those who have a problem can seek and be offered help in confidence; and
- Providing assistance and a supportive environment to employees with problems with the aim of maintaining them in and, where appropriate, reintegrating them into the workplace.

Responsibility

All managers and supervisors of the Company have a responsibility for implementing this policy with the appropriate support. All employees have a responsibility to adhere to the policy and a duty to co-operate with management to ensure implementation and adherence to the policy.

It should be noted that while employees are free to do what they choose in their own time, this freedom brings with it the responsibility of ensuring that they do not engage in any activity which would bring into question their loyalty and reliability, in any way weaken public confidence in the conduct of the Company's business or in any other way prevent the efficient performance of their official duties. Employees are reminded that inappropriate behaviour outside working may constitute misconduct in some circumstances and will be dealt with in accordance with the Company's disciplinary procedures.

What is alcohol and substance abuse?

In this policy, "substance abuse" refers to the use of illegal drugs and substances and the misuse of prescribed and "over the counter" drugs and substances including solvents. Substance misuse can harm the user both physically and mentally and, through the user's actions, other people.

Alcohol problems are defined as "any drinking, either intermittent or continual, which impairs an employees' work performance and / or interferes with attendance."

The Policy

Employees must not during the course of their employment:

- Possess any illegal substance or abuse drugs, alcohol, solvents or any other potentially abusive substance;
- Supply or attempt to supply any person with any illegal substance; or
- Attend work under the influence of alcohol or other substance. (The policy does not restrict the appropriate use of prescribed or over-the-counter medication).

Where prescribed or over-the-counter medication is likely to affect work performance, particularly safety at work, employees are required to make this known to their Line Manager who can then seek advice from Occupational Health.

It should be noted that if any employee is aware that a colleague is using an illicit substance and fails to report same, he/she may have committed an offence. Employees are reminded that all our premises are alcohol free. The substance free status of all company premises applies to both employees and visitors.

Alcohol, drug or substance abuse - What are the signs?

All kinds of people are involved in alcohol and substance abuse and many people who are involved in such misuse are in work. Alcohol and substance abusers do not conform to any stereotype so it is unwise to make any assumptions about who may be abusers. Alcohol reduces physical co-ordination and reaction speed; it also affects thinking, judgement and mood. Excessive alcohol can lead to arguments, mood swings, emotional problems including depression and violence.

Particular care must be given when interpreting behaviour / symptoms which may in fact constitute the side – effects experienced by people on medication for a condition encountered as a result of Disability as defined by the Disability Discrimination Act.

Guidance on dealing with an alcohol, drug or substance abuse problem.

Employees with an alcohol or substance abuse problem have the same rights to confidentiality and support as they would have if they had any other medical or psychological problem. As far as possible, save for the provisions of the law, alcohol and substance abuse as identified by the Occupational Health Service shall be treated initially as a health issue rather than an immediate cause for disciplinary action or dismissal. The movement into Disciplinary Procedure will be dependent on the circumstances of each case and Managers should seek advice from Human Resources before initiating the formal Disciplinary Procedure.

Managers should ensure that any member of staff with a drug, alcohol or substance problem has access to appropriate advice, information and help in getting treatment. Employees who think they have such a problem are encouraged to seek help voluntarily at the earliest possible moment. If there is an immediate danger the

person should be safely removed from the workplace. Every effort should be made to ensure the person does not endanger others for example, by driving home.

Employees, who because of the deterioration in their work or behaviour come to the attention of management as having such a problem, will be required to discuss the situation confidentially with Senior Management.

They will also be offered professional advice and help. Time off will be allowed for such treatment as is deemed necessary and, as long as treatment is being provided and accepted, job security will be protected in the same way as for employees experiencing other health problems.

Treatment of alcohol, drug and substance misuse may require long-term support and members of staff who begin a course of treatment will be given encouragement to continue despite possible relapses. Each case will be considered on its own merits in conjunction with professional advice and sympathetic consideration will be given to absences for treatment and rehabilitation under normal sick-leave provisions, although this cannot be continued indefinitely in the case of chronic conditions.

Should employees persistently refuse help or fail to complete a treatment programme, and this is reflected in poor performance or behaviour at work, this will lead to disciplinary action which may lead to dismissal. Cases of gross misconduct e.g. possession and / or dealing in drugs / substances will also lead to disciplinary action which may result in dismissal.

Possession and / or dealing in drugs or other substances is a criminal offence and will be reported immediately to the appropriate authority. Such action is mandatory. Where the job of an employee with a drug, alcohol or substance related problem carries an element of risk from a health and safety point of view, it may be necessary to reassign them to other duties for a temporary period. This may include withdrawal from driving duties.

Any employee, who attends work showing signs of being under the influence of alcohol, drugs or other substances and is deemed unfit for work, will be removed from their working environment. Disciplinary action will also be taken in accordance with the Company's Disciplinary Procedures.

Any breach of these rules is regarded as a disciplinary matter and may be considered as gross misconduct for hearing, within the disciplinary procedures.

The Company may require employees to undergo testing for drugs and/or other substances from time to time. The acceptance of these terms and conditions of employment shall constitute an employee's consent to such testing and confirms their cooperation, upon receipt of any such Management request.

In the event that such testing is being required, any adverse results obtained may be used by the Company in any subsequent disciplinary proceedings brought against the employee.

Failure to submit to such a test upon request by Management this may amount to a disciplinary offence by the employee. All issues arising from or connected with alcohol or drug dependency will be treated with sensitivity and shall be dealt with in confidence, whenever it is practicable and possible to do so.

Organisational events, client entertaining, conferences, away days etc.

Due to the nature of work there may be occasions when employees attend events where alcohol is freely available. This section aims to clarify the organisational position regarding when alcohol consumption is allowed.

- Employees can consume alcohol at organisational functions and events if this has been authorised by the Chief Executive Officer.
- Alcohol should not however, be consumed if there is a requirement to return to work having recently consumed alcohol.
- Organisational events should, where practical, be organised for times when employees do not have to return to work having recently consumed alcohol.

It will, at all times, be the individuals responsibility to consume a safe and reasonable amount of alcohol so as not to portray the organisation in a detrimental way or to create a safety risk. As a safe and reasonable amount is difficult to define, the organisation relies, to a large degree, on the individual's personal judgement to determine their own boundaries. Contravention of these rules is a serious matter and the organisation will take disciplinary action that could result in dismissal.

Disciplinary action

If an employee breaks the organisation's rules regarding alcohol in the workplace, it will be dealt with under the standard disciplinary procedure. If it is suspected that an employee has a medical problem the disciplinary procedure can be suspended pending further investigation. Suspension of the disciplinary may depend on:

- The nature of the alleged offence.
- The employee's evidence that they suffer a health related problem.
- The employee's willingness to undergo supported treatments.

Employee Support

If an employee informs their Manager that they have a problem with alcohol misuse, we will endeavour to make available relevant information, advice and specialist support. Any employee who seeks assistance will have the complete assurance of confidentiality at all times.



Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	11 th May 2024	Annual	12 th May 2025	