



DAYSPRING
PLACEMENT SOLUTIONS LIMITED

Alcohol and Drugs Policy

Alcohol and Drugs Policy Information Pack

June 2020

ALCOHOL AND DRUGS POLICY

1.0 The policy

The Company's policy on the use of alcohol and drugs is based on the Company's commitment to assist employees wherever possible, to provide a safe and secure working environment for employees, to produce a quality service to the public, whilst protecting the integrity of the Company's reputation in the eyes of the community. This policy covers alcohol and controlled substances and volatile substance abuse. Controlled substances include illegal drugs and legal drugs used in excess or for non-medical purposes. Volatile substances include solvents and glue. The Company will endeavour to keep confidential the examination, counselling or treatment of an employee under the policy, insofar as it is practicable.

If you abuse legally prescribed drugs or volatile substances or use illegal drugs or if you drink alcohol in excess, you may have a chemical dependency problem. The Company recognises that chemical dependency is an illness. The Company's policy with the assistance of its medical advisers is to help you combat chemical dependency. This can only be done if you first acknowledge the problem and indicate your desire for assistance from the Company. If you refuse any assistance offered by the Company, then any unacceptable behaviour or inadequate job performance will be dealt with under the normal disciplinary procedure. The Company acknowledges that if you are being counselled, examined or treated, for a chemical dependency problem you may consult with and, where appropriate, be accompanied by a fellow employee.

2.0 Rules

(1) It is Company policy that employees shall not during working hours or whilst on Company business and whether on Company premises or when using Company vehicles:-

- (a) sell, purchase, possess, supply or use controlled substances or volatile substances
- (b) drive Company vehicles or private vehicles on Company business whilst under the influence of alcohol or controlled substances or volatile substances

Company business shall, for the purposes of this policy, include attending conferences, business meetings, Company and client functions

(2) If you breach any of the above rules you will, where possible, be offered counselling and treatment. If you refuse counselling or treatment you will face action under the Company's disciplinary procedure which may lead to dismissal.

(3) If you use, purchase or possess controlled substances during or outside employment you will, where possible, be offered counselling and treatment. If you refuse counselling or treatment you will face disciplinary action under the Company's disciplinary rules and procedures.

(4) If you supply drugs during or outside employment you may face instant dismissal for gross misconduct under the Company's disciplinary procedure regardless of any sentence imposed by the courts.

3.0 Medical examination

The purpose of a medical examination is to help you to identify whether you have a chemical dependency problem. You may be requested to report to the Company's medical advisers for examination to ascertain whether you use drugs or volatile substances or drink in excess. At any examination you may be requested to provide samples for testing. The results of any test undertaken by the Company will not be used as the basis of any disciplinary action against you unless you are found to suffer from a chemical dependency problem and you refuse any assistance offered by the Company.

3.1 Referral

(1) The Company will refer you to medical advisers and/or counsellors for consultation and counselling if: -

- (a) a medical examination shows a chemical dependency/drug problem
- (b) you request referral having sought advice from the Company's medical adviser
- (c) the Company believes as part of a disciplinary investigation that you have a chemical dependency problem, for example because of deteriorating work performance
- (d) you are charged with the sale or possession or supply of drugs

3.2 Treatment

(1) If, following consultation with the Company's designated medical advisers, chemical dependency is diagnosed, the medical advisers will work in co-operation with you and your own doctor and the Company to develop a course of treatment including possible further testing to assist you to overcome your chemical dependency problem.

(2) You may also seek assistance through recognised National Health Service outpatient facilities, rehabilitation centres, private medical centres or voluntary organisation centres. Any treatment to be undertaken by you must be made known to and approved by the Company's medical advisers.

(3) During the period of treatment no disciplinary action will be taken by the Company without first consulting with its medical advisers.

(4) Employees undergoing treatment at approved outpatient facilities or rehabilitation centres, should agree times for attending treatment with their Manager. Where necessary an employee will be given, by the Company, paid leave to attend medical treatment.

(5) The Company recognises that an employee who has undergone successful treatment may suffer a relapse. The Company will, subject to advice from its medical advisers and

counsellors, offer further treatment to you in these circumstances where it is reasonable to do so. This may include further testing. An employee who rejects further treatment or tests may be subject to disciplinary action under the disciplinary rules and procedures.

3.3 Failure to co-operate

(1) If you are referred to the Company's medical advisers and/or counsellors for consultation and examination and you refuse to attend the examination or refuse to provide a urine and/or blood sample Head Office will discuss this with you.

(2) If the Company believes you have a chemical dependency problem and through discussions with the Company, you fail to acknowledge a chemical dependency problem, or refuse assistance from a medical department (or from any other recognised out-patient facility or rehabilitation centre approved by the Company's medical advisers), the disciplinary procedure may be instigated.

(3) If, in the opinion of the Company's medical advisers you are not following the treatment prescribed or you are failing through their own actions to make satisfactory progress in treatment, the Company's medical advisers will notify Head Office who will consult with you. If you continue to refuse to co-operate you may be subject to disciplinary action under the Company's disciplinary procedure.

4.0 Sickness and pension benefits

(1) Employees who are absent from work because of a chemical dependency problem and/or are admitted to a recognised hospital or medical institution for treatment of their chemical dependency problem will be eligible to receive Company sick pay in accordance with the rules of the Company's sick pay scheme.

I have read and understood this policy and agree to comply with all of it.

Name

Signature

Date: _____