# SUBSTANCE MISUSE POLICY

## 1. DEFINITIONS

1.1 'Substance', for the purpose of this policy, includes any drugs, alcohol, solvents, prescribed drugs, controlled medicines, chemical and psychoactive substances (formerly known as 'legal highs'), and any other substances that produce physical, mental, emotional or behavioral changes in the user. All such substances, whether legal or illegal, are included in this definition except for cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes, which are specifically excluded from this definition and the contents of this policy.

1.2 'Substance Misuse' for the purposes of this policy, refers to the taking of any substance, either intermittently or continuously which interferes with an individual's health, work capabilities or conduct, or which affects the work performance and/or safety of themselves and/or others.

## 2. POLICY STATEMENT

2.1 We are committed to providing a safe, healthy and productive working environment for all our staff, customers and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment that is free from Substance Misuse.

2.2 All staff are expected to arrive at work fit to carry out their jobs and able to perform their duties safely without any limitations due to the use or after-effects of any Substance.

2.3 Substance Misuse 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 Substance Misuse may damage our reputation and, as a result, our business.

2.4 The policy does not form part of any employee's contract of employment and it may be amended at any time. We may also vary elements, such as any time limits, as appropriate in any case.

## 3. WHO IS COVERED BY THIS POLICY?

3.1 This policy applies to all employees, directors and other officers, workers and contractors, volunteers and interns.

3.2 We also require in any contracts with self-employed consultants or contractors that they comply with this policy. We will ensure they are given access to a copy.

3.3 All individuals covered in sections 3.1 and 3.2 are referred to as 'staff' in this policy.

## 4. SCOPE AND PURPOSE OF THE POLICY

4.1 This policy is principally intended to deal with Substance Misuse problems which, either intermittently or continuously, interfere with an individual's health, work capabilities or conduct, or which affect the work performance and/or safety of themselves and/or others. You will be deemed to be under the influence of a Substance where it is the reasonable opinion of a manager that this is the case.

4.2 This policy is not intended to apply to 'one-off' incidents or offences caused by Substance Misuse at or outside work where there is no evidence of an ongoing

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4.3 problem. These incidents may, however, be dealt with under our Disciplinary Procedure.

4.4 The purpose of this policy is to increase awareness of the effects of Substance Misuse and its likely symptoms and to ensure that:

a) all staff are aware of their responsibilities regarding Substance Misuse and related problems,

b) staff who have a Substance-related problem are encouraged to seek help, in confidence, at an early stage, and

c) staff who have a Substance-related problem affecting their work are dealt with fairly and consistently.

## 5. WHO IS RESPONSIBLE FOR THIS POLICY?

**5.1** While we ask all managers to take responsibility for making sure this policy is complied with, its successful operation also depends on you. Please take the time to read and understand it, and to go back to your manager with any questions you may have. References to Directors in this policy mean the most senior people within our organisation.

5.2 Managers have an important role to play in identifying problems at work that may be being caused or contributed to by Substance Misuse.

a) Where a manager considers that a deterioration in work performance and/or changes in patterns of behaviour may be due to Substance Misuse they should seek advice from a Director or, where appropriate, a relevant external body.

b) When a member of staff arrives at work and a manager reasonably believes that they are under the influence of a Substance, they shall immediately seek support from another manager and arrange for the individual to be taken to a private room, where the employee can be made aware of the concerns, and an investigation can be undertaken.

5.3 If you notice a change in a colleague's pattern of behaviour, you should encourage them to seek assistance through their manager. If they will not seek help themselves, you should draw the matter to the attention of your manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of a Substance-related problem.

## 6. SUBSTANCES AT WORK

6.1 The Employee, Subcontractor and its employees, agents, and representatives shall not use, possess, distribute, or be under the influence of alcohol, illegal drugs, or any controlled substances while performing work, operating vehicles, or handling machinery at any job site or project location.

6.2 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events without prior authorisation from your manager.

6.3 You should not attend work or attempt to attend work if you have taken any Substance that could make you unfit or unsafe to carry out your role/duties.

6.4 We expect all our staff to comply with current drink- and drug-driving legislation at all times. Our reputation may be damaged if you are convicted of a drink- and/or drug-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.

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6.5 Breaches of any of the rules contained in sections 6.1, 6.2 or 6.3 may be considered gross misconduct and lead to action under our Disciplinary Procedure, which could result in dismissal

6.6 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 your manager without delay.

## 7. SEARCHES & TESTING

7.1 We reserve the right to conduct searches for Substances, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing and any packages sent to our address which are on our premises.

7.2 Any Substances found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

7.3 We reserve the right to conduct drink/ drug testing if there is a concern that substance use may impact the health and safety of the individual and/or others. This includes, but is not limited to, situations involving the operation of company vehicles, equipment, working at height or around water.

## 8. MANAGEMENT OF SUSPECTED SUBSTANCE MISUSE

8.1 If your manager has reason to believe that you are suffering the effects of Substance Misuse, for example, due to a deterioration in your work or behaviour, they will invite you to an investigatory meeting. The purpose of the meeting is to:

a) discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour, and

b) where appropriate, offer to refer you for medical and/or specialist advice.

8.2 If, as the result of the meeting, your manager continues to believe that you are suffering the effects of Substance Misuse, and you refuse an offer of referral for medical or specialist advice, the matter may be dealt with under our Disciplinary Procedure.

8.3 Summary notes of the investigatory meeting may be used in any later formal proceedings and retained on your HR record.

## 9. PROVIDING SUPPORT

9.1 Substance-related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. Support will be provided where possible, with a view to supporting a full recovery, allowing a return to work and the full range of your duties. This may include:

a) referral to appropriate treatment providers, where necessary in conjunction with your GP,

b) time off work to attend treatment, as recommended by your GP or specialist, and recognition of any periods of absence for treatment as periods of sickness absence, and

c) adjusting your duties, or providing other support, as recommended by your GP or specialist during treatment, and for an agreed period thereafter, subject to operational requirements and feasibility.

9.2 If you do not finish a programme of treatment (either because the treatment

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provider ceases to support you or because you stop attending) or your recovery and return to work does not happen as anticipated at the outset of a course of

9.3 treatment, your manager will meet with you to decide what further action should be taken.

## 10. CONFIDENTIALITY

10.1 We aim to ensure that the confidentiality of any member of staff experiencing Substance-related problems is maintained appropriately by managers and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

## 11. PERFORMANCE AND DISCIPLINARY ISSUES

11.1 If, having acknowledged a Substance-related problem, you undertake treatment and/or rehabilitation, we may decide to suspend any ongoing action against you for related misconduct or poor performance, pending the outcome of the treatment.

11.2 Our intention is to support all staff with Substance-related problems to regain good health. Depending on the progress made on the course of treatment, any action under our Disciplinary or Capability Procedures may be suspended for a specified period, discontinued or continued.

## 12. MONITORING AND REVIEW OF THE POLICY

12.1 We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

Signed

Andrew Yeomans,
Director
Grapefruit Graphics Ltd

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