



ALCOHOL AND DRUG ABUSE POLICY

The council's policy is that the working environment should be free from the influence of substances. This policy will help to ensure the health and safety of its staff, and others with whom they come into contact, to maintain the efficient and effective operation of the council.

Contravention of these rules is a very serious matter and the council will take disciplinary action against employees in the event of an infringement under the council's disciplinary procedures, which may include dismissal.

The council recognises that the misuse of alcohol and drugs can seriously damage the physical, mental and social well-being of an individual and can affect their behaviour, work performance, attendance, conduct and relationships at work.

The council is committed to providing a safe working environment for its employees, customers and visitors and understands that an individual's use of either prescribed / non-prescribed drugs or alcohol can impair their decision making and may also risk the health, safety and welfare of work colleagues or third parties.

The council recognises that in some cases drug or alcohol dependency/addiction is an illness which may have an adverse effect on an individual's performance and behaviour whilst at work. The council will, wherever possible, support any employee who is seeking rehabilitation for medically diagnosed drug or alcohol related dependency/addiction. We wish to promote a culture which understands the problems associated with alcohol and drug misuse in which staff with dependency problems are encouraged to seek help and are supported.

For those reasons the following rules will be strictly enforced:

No member of staff shall:

1. Report or try to report to work whilst Impaired through alcohol or drugs (whether illegal or not).
2. Be in possession of opened/unsealed alcohol or illegal drugs on council premises.
3. Consume alcohol, illegal drugs or take any substances in an unsanctioned way whilst at work. Attempt to sell, distribute or supply Drugs which contravene the Misuse of Drugs Act 1971 and the Medicines Act 1968, whilst on council premises or whilst representing the council.
4. 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 line manager without delay.

5. Any employee who is found consuming alcohol on the Council's premises or the premises of its customers and clients or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Council's disciplinary procedure.
6. Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.
7. A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.
8. If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Council reserves the right to suspend you from your employment (with or without pay) to allow the Council to decide whether to deal with the matter under the terms of the Council's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.
9. The Council reserves the right to search you or any of your property held on Council premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.
10. The Council reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Council's premises.

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