

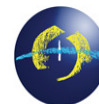
ALCOHOL AND DRUGS POLICY

1. Introduction

- 1.1 The Trust is committed to providing a safe, healthy and productive working environment for its employees, students and visitors. This includes ensuring that all employees are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol, drugs and other substance misuse.
- 1.2 All employees are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol, drugs or other substances (whether prescribed, over the counter or illegal).
- 1.3 Misuse of alcohol, drugs and other substances 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 the misuse of alcohol, drugs or other substances may damage the Trust's reputation and, as a result have an impact on the Trust.
- 1.4 For the purpose of this policy a problem drinker, drug or substance user is defined as a person who consumes or uses illegal drugs or other substances on any of the Trust's premises or who consumes or uses alcohol at a non-sanctioned event.
- 1.5 If an employee seeks help from the Trust about an alcohol, drug or substance misuse problem, this will be treated in the same way as a health issues. However, if the problem of is affecting their work, then the line manager will deal with this in the same way as he/she deals with any other under-performance or conduct issue.
- 1.6 This Alcohol and Drugs Policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Responsibility of Employees

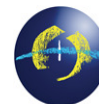
- 2.1 An employee with a drug, alcohol or other substance misuse problem is encouraged to seek help and advice from the Trust and this can be done without endangering their job.
- 2.2 It may be difficult for an employee to tell a manager about a colleague's alcohol, drug or smoking problem and to breach their colleague's confidence but employees have a duty of care to their colleagues and should report bad practice (e.g. criminal offences, failure to meet legal obligations and health and safety issues). The Public Interest Disclosure Act 1998 protects workers who responsibly raise concerns about wrongdoing (please see our Reporting a Wrong-Doing Policy). Advice can be sought from the Department of Human Resources.



- 2.3 At all times the confidential nature of any records of employees with alcohol, drug or smoking related problems will be strictly preserved. No individual or agency involved in the diagnosis and treatment of an employee should disclose any details of the situation without the employee's written permission.
- 2.4 As an employer, the Trust is concerned to ensure the health, safety and welfare of its employees and others who may be affected by the activities of others. Employees are also expected to behave responsibly at all times and to safeguard their own health and safety and that of those around them. It is the responsibility of employees to ensure that their performance at work is not affected by alcohol consumption or substance misuse. Employees working with machinery or driving in the course of their work should not consume alcohol and/ or controlled substances and should ensure that their performance is not impaired by alcohol and/ or controlled substances consumed prior to starting work.

3. Alcohol

- 3.1 Whilst many people in this country enjoy drinking alcohol socially and in moderation, there is a growing recognition that alcohol may contribute to inefficient working, accidents at work, absenteeism and, in extreme cases, health problems and social breakdown.
- 3.2 **Storage:** The Trust does not permit alcohol to be stored on Trust premises unless properly secured and with the agreement of the appropriate member of the College Management Team or Director of a Directorate. However, you are permitted to store alcohol within your household for which you will be responsible.
- 3.3 **Under the influence:** It is strictly forbidden to work whilst under the influence of alcohol. If the Trust considers that you are or have been under the influence of alcohol during work the students within your household may be removed immediately and disciplinary action will be taken.
- 3.4 **Consumption of alcohol during working hours and shifts:** Staff is not permitted to consume alcohol during work time. However, it is acknowledged that from time to time social events may occur during work time - see Entertainment clause below.
- 3.5 **Entertainment:** Entertaining on or off Trust premises must be conducted sensibly. There may be alcoholic drinks at Trust social functions and the Trust expects a high standard of behaviour from all employees. Whilst you are responsible for your own travel arrangements to and from such functions, the Trust advises that you do not drive a vehicle after consuming any amount of alcohol.
- 3.6 **Screening:** The Trust will, where it considers it appropriate, screen individuals who are suspected of being under the influence of alcohol whilst at work in contravention of this policy. You will be expected to comply with all reasonable requests to undergo any blood or urine tests as deemed necessary by the Trust.
- 3.7 **Confidentiality:** Confidentiality is assured during the screening process and only you the College nurse, and members of your College Management Team



and the Department of Human Resources will have access to the results. Your written consent to disclose the results will be obtained but failure to give such consent could in itself constitute a disciplinary offence.

4. Drugs and Other Substance Misuse

4.1 Controlled substances: It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary and Dismissal Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. The Trust will notify the Police where appropriate.

4.2 Under the influence: It is strictly forbidden to work whilst under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to a member of your College Management Team or the appropriate Director of a Directorate. If the Trust considers that you are or have been under the influence of any drug during work (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify your superior), the students within your household may be removed immediately and disciplinary action will be taken.

4.3 Consumption of controlled substances (other than prescribed drugs): The Trust does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on Trust premises.

4.4 Screening: The Trust will where it considers it appropriate search and/or screen individuals for drug use. This may be as a result of suspicion against the individual or as part of a random screening programme. Your consent will be sought prior to the searching and/or screening but any refusal could in itself constitute a disciplinary offence. A search may include personal property as well as your person.

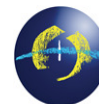
5. Risk Assessment

Line managers are responsible for ensuring risk assessments are carried out for work under their control. Any risk assessment must address the issue of whether those doing the work are competent to carry out the work safely and without risk to themselves or others.

6. Welfare

6.1 Individuals should be encouraged to raise any issue concerning the use of alcohol or drugs, relating either to their own use or that of others, in strict confidence with their line manager, a member of the appropriate College Management Team or Director of a Directorate or a member of the Department of Human Resources.

6.2 It is recognised that alcohol and drug issues relating to personal fitness for work have the potential to be an extremely sensitive nature. An employee's access to confidential advice and guidance is, therefore, essential. The Trust will assist in such matters with an option to refer to outside sources if appropriate.



6.3 Aspects of confidentiality are a crucial and integral part of the process when dealing with such matters and the boundaries of confidentiality relating to such issues will always be discussed and made clear to the employee.

7. Disciplinary Procedures

Alcohol and/ or drugs related problems and issues which come to light through behaviour could result in disciplinary action being taken under the Trust's Disciplinary and Dismissal Procedure.