



# Archbishop Beck Catholic College

Alcohol, Drug and Substance Abuse

## **Alcohol, Drug and Substance Abuse**

To maintain a safe and healthy working environment for all employees and volunteers, Archbishop Beck Catholic College aims to deter the use of drugs, alcohol or any other substance within the workplace.

Archbishop Beck Catholic College aims to provide support to employees and volunteers who seek help in overcoming alcohol and/or drug problems and to outline the procedures to be followed, in the event that an employee or volunteer's work or behaviour suffers due to alcohol, drug and/or substance abuse.

The scope of this policy applies to all employees of the organisation and any volunteers recruited by Archbishop Beck Catholic College.

### **Statement of intent**

To comply with Archbishop Beck Catholic College legal and health and safety responsibilities regarding the duty of care to employees and clients Archbishop Beck Catholic College operates an alcohol/drug free policy.

We recognise that the use of drugs, abuse of any substance, or excessive use of alcohol can and will have a physical and/or psychological effect on many different areas of performance, including working relationships, safety and productivity.

Employees, contractors, visitors and others should note that:

- Drinking alcohol or bringing it onto Archbishop Beck Catholic College premises for consumption on the organisation's premises is prohibited, unless there are locally determined arrangements in existence
- Bringing onto, taking or possessing illegal drugs whilst on the organisation's premises is prohibited
- Being 'under the influence' of alcohol and/or illegal drugs whilst at work will generally be considered a disciplinary offence
- Consumption of alcohol and/or illegal drugs prior to entering the premises may lead to action if this has an impact on job performance
- If an employee enters work 'under the influence' of alcohol or illegal drugs and any accident occurs, this will be investigated and the employee may be subject to disciplinary action

### **Responsibilities**

It is every employee's responsibility to attend work and to be able to carry out his or her normal duties in a safe and responsible manner.

Archbishop Beck Catholic College has a responsibility to ensure that, whilst an employee is involved in any activity in the course of his or her work, any potential effects of the misuse of substances, including alcohol, are managed appropriately.

It is important to distinguish between those employees for whom dependence is becoming a health problem and those who do not have dependency problems, but commit drink or drugs offences, which constitute misconduct and will be dealt with under the disciplinary procedure. Every effort should be made to determine true cause by careful and sensitive interviewing and investigation, and care taken not to jump to early and possibly erroneous conclusions.

It is the responsibility of every employee, in particular management, to be alert to the signs of drug and/or alcohol misuse, and to intervene where necessary - notably, where there appears to be a risk of an employee injuring him/herself or another as a result of his or her condition.

Managers have the responsibility to ensure that any employee who seeks help with alcohol and/or drug problem is treated in a similar manner to any other illness and will support the individual's efforts to overcome the problem.

### **Procedure for handling alcohol, drug and substance abuse issues**

Where an individual is unable to carry out his/her normal work to the standard required by the organisation, acts in an unsafe or irresponsible manner whilst under the influence of alcohol/drugs, or is unable to attend work due to the effects of alcohol/drugs, this will generally be dealt with as a performance, disciplinary or attendance issue as appropriate. The relevant organisational procedure will be followed.

Where an employee has a defined alcohol and/or drug dependency problem that he/she has acknowledge, and agrees to seek help in treatment and rehabilitation, the organisation will treat this in a sympathetic manner, and will be supportive as is reasonable. In such circumstances, we at Archbishop Beck Catholic College recognises that alcohol or drug dependence is an illness, which is treatable and requires different action from that normally followed for misconduct disciplinary offences.

As a result of an investigation into performance, conduct, or attendance, an employee is discovered or suspected to have an alcohol or drug related problem, the organisation will refer him/her to a relevant health management team for assessment. The employee will be expected to accept help and undertake the treatment that is arranged for him/her. Archbishop Beck Catholic College will monitor the employee appropriately throughout the treatment programme until the employee is satisfactorily reintroduced to work. In safety critical roles, and where the assessment of risk to the individual, to others or to property is high, the employee or volunteer concerned may be reassigned appropriate duties for the duration of the rehabilitation period.

If an employee does not agree that he/she has a dependency problem; if he/she fails to co-operate with the organisation in obtaining or completing treatment; If the treatment is unsuccessful; or the employee/volunteer relapses, then the organisation will take this into account in deciding on the appropriate course of action. This may include action (or further action) under disciplinary or absence procedures and/or risk assessment by Archbishop Beck Catholic College.

This policy in no way relieves Archbishop Beck Catholic College employees or volunteers from the requirement not to consume alcohol or drugs, nor be under the influence on the organisation's premises. Failure to comply with this rule is likely to result in disciplinary action.