



Alcohol & Substance Misuse Procedure

The purpose of this procedure is to ensure a safe, healthy, and productive working environment by addressing the misuse of alcohol and substances. This document outlines the process for managing incidents related to alcohol or drug misuse and supports employees in accessing help when needed.

Scope

This procedure applies to all employees, contractors, and visitors at [Company Name], regardless of role or level.

Definitions

- **Substance misuse:** The use of drugs (illegal or legal), alcohol, or other substances in a manner that affects work performance or behavior.
- **Under the influence:** A state in which a person's performance, judgment, or behavior is impaired due to the consumption of alcohol or drugs.

Responsibilities

- **Employees:** Must report for duty in a fit state and not be under the influence of alcohol or substances. They must report concerns about substance misuse to their line manager or HR.
- **Managers:** Must ensure that this procedure is followed and handle concerns with discretion and sensitivity.
- **HR Department:** Responsible for providing support, coordinating testing if necessary, and managing documentation and referrals.

Prohibited Conduct

Employees must not:

- Consume alcohol or use drugs during working hours, including lunch breaks, unless at an approved social function.
- Attend work under the influence of alcohol or drugs.
- Possess, distribute, or sell drugs or alcohol on company premises or during work-related activities.

Procedure

Identification and Reporting

- Concerns may arise from observable behavior, performance issues, or disclosure.
- Any suspicion of misuse must be reported to a line manager or HR promptly.

Initial Assessment

- The manager and/or HR will meet privately with the employee to discuss concerns.
- Documentation of observed behavior or incidents will be recorded.

Testing (If Applicable)

- Testing may be conducted if permitted under local laws and company policy.
- Consent must be obtained prior to testing. Refusal to take a test may be treated as a disciplinary issue.

Support and Referral

- If substance misuse is confirmed or admitted, the company may offer support including:
 - Access to an Employee Assistance Program (EAP)
 - Time off for rehabilitation or treatment
 - Adjusted duties, if appropriate

Disciplinary Action

- Disciplinary action may be taken for:
 - Refusal to comply with this policy
 - Repeated offenses
 - Possession or distribution of illegal substances
- Disciplinary action will follow the company's disciplinary procedure and may include dismissal for gross misconduct.

Confidentiality

All information relating to substance misuse will be treated confidentially and shared only on a need-to-know basis.

Education and Awareness

The company will promote awareness of the risks of substance misuse through:

- Training sessions
- Internal communications
- Access to informational resources

Review and Monitoring

This procedure will be reviewed annually or after any incident to ensure it remains effective and compliant with legal obligations.

Contact Information

For concerns or support related to alcohol and substance misuse, please contact:

- **HR Department:** Peninsula
- **EAP Provider:** BrightHR