



Alcohol & Substance Misuse Procedure

Purpose

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, agency workers, and visitors at Time4Sport UK regardless of role or level.

Definitions

Substance Misuse

The use of alcohol, illegal drugs, prescribed medication, over-the-counter medication, or other substances in a manner that adversely affects an individual's health, work performance, conduct, attendance, judgment, or safety.

Under the Influence

A state in which a person's performance, judgment, behaviour, or ability to carry out their duties safely and effectively is impaired due to the consumption of alcohol, drugs, medication, or other substances.

Fit for Work

Being in a physical and mental condition that enables an individual to perform their duties safely, competently, and effectively without impairment.

Responsibilities

Employees

Employees must:

- Report for duty in a fit state and remain fit for work throughout their working hours.
- Not be under the influence of alcohol, illegal drugs, or any substance that may impair their ability to perform their duties safely and effectively.
- Inform their manager where prescribed or over-the-counter medication may affect their ability to carry out their duties safely.
- Seek support where they believe alcohol or substance use may be affecting their work, health, or wellbeing.



- Report concerns regarding substance misuse that may affect workplace safety to their line manager or HR.

Managers

Managers must:

- Ensure this procedure is applied fairly, consistently, and confidentially.
- Address concerns promptly and sensitively.
- Maintain appropriate records of concerns, meetings, and actions taken.
- Support employees in accessing appropriate assistance where required.

HR Department

HR is responsible for:

- Providing guidance and support to managers and employees.
- Coordinating referrals to support services where appropriate.
- Managing documentation and records in accordance with data protection requirements.
- Coordinating testing arrangements where applicable and legally permissible.

Prohibited Conduct

Employees must not:

- Consume alcohol or use illegal drugs during working hours, including breaks and meal periods, unless specifically authorised as part of an approved work-related social event.
- Attend work or undertake work-related activities while under the influence of alcohol, illegal drugs, or any substance that impairs their ability to work safely and effectively.
- Possess, distribute, supply, manufacture, or sell illegal drugs on company premises or during work-related activities.
- Misuse prescribed or over-the-counter medication in a manner that may adversely affect workplace safety or performance.

Procedure

Identification and Reporting

Concerns may arise through:

- Observable behaviour or signs of impairment.
- Performance, conduct, attendance, or safety concerns.



- Workplace incidents or accidents.
- Self-disclosure by the employee.
- Reports from colleagues or third parties.

Any concerns should be reported promptly to a line manager or HR representative.

Initial Assessment

Where concerns are raised:

- The employee will be invited to attend a confidential meeting with their manager and/or HR.
- Observations, concerns, and any relevant evidence will be discussed.
- The employee will be given an opportunity to explain any circumstances, including the use of prescribed medication or any underlying health conditions.
- A written record of the meeting and any agreed actions will be maintained.

Testing (Where Applicable)

The Company may require alcohol or drug testing where there is a legitimate business, health and safety, or operational reason to do so, and where such testing is permitted by law and company policy.

Testing may be considered following:

- Workplace accidents or incidents.
- Reasonable suspicion of impairment.
- Safety-critical roles where testing forms part of contractual requirements.

Any testing will:

- Be conducted by an authorised provider.
- Be proportionate, reasonable, and necessary.
- Be carried out in accordance with applicable legal and data protection requirements.

Employees will normally be asked to provide their consent before testing is undertaken. Refusal to comply with a reasonable request for testing may be treated as a disciplinary matter.

Support and Referral

The Company recognises that alcohol and substance misuse may be a health issue and is committed to supporting employees where appropriate.



Employees who voluntarily seek help for an alcohol or substance-related problem before any disciplinary investigation or incident occurs will be encouraged to access available support.

Support may include:

- Access to an Employee Assistance Programme (EAP).
- Referral to external support or treatment services.
- Reasonable time off to attend treatment or rehabilitation programmes.
- Temporary adjustments to duties or working arrangements where appropriate.

Employees are expected to engage positively with any agreed support plan.

Disciplinary Action

While the Company aims to support employees wherever possible, breaches of this procedure may result in disciplinary action.

Examples include:

- Attending work under the influence of alcohol or drugs.
- Refusing to comply with a reasonable request under this procedure.
- Possession, supply, distribution, or sale of illegal drugs.
- Repeated breaches of this procedure.
- Conduct that endangers the health, safety, or wellbeing of others.

Disciplinary action will be managed in accordance with the Company's Disciplinary Procedure and may result in dismissal for gross misconduct where appropriate.

Voluntary disclosure of a substance misuse problem will not normally result in disciplinary action in itself. However, it does not exempt an employee from disciplinary action where misconduct, negligence, poor performance, or safety breaches have occurred.

Confidentiality and Data Protection

Information relating to alcohol or substance misuse, testing, treatment, rehabilitation, or related health matters will be treated confidentially and handled in accordance with the Company's data protection obligations.

Such information will only be shared with individuals who have a legitimate business need to know and will be retained only for as long as necessary.

Education and Awareness



The Company will promote awareness of the risks associated with alcohol and substance misuse through:

- Training and awareness sessions.
- Internal communications and guidance.
- Access to support services and informational resources.

Review and Monitoring

This procedure will be reviewed annually, following significant legislative changes, or after any serious incident to ensure it remains effective, relevant, and legally compliant.

Contact Information

For concerns, advice, or support relating to alcohol or substance misuse, please contact:

- **HR Department:** Peninsula
- **Employee Assistance Programme (EAP):** BrightHR

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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 behaviour.
- **Under the influence:** A state in which a person's performance, judgment, or behaviour 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 behaviour, 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 behaviour 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