



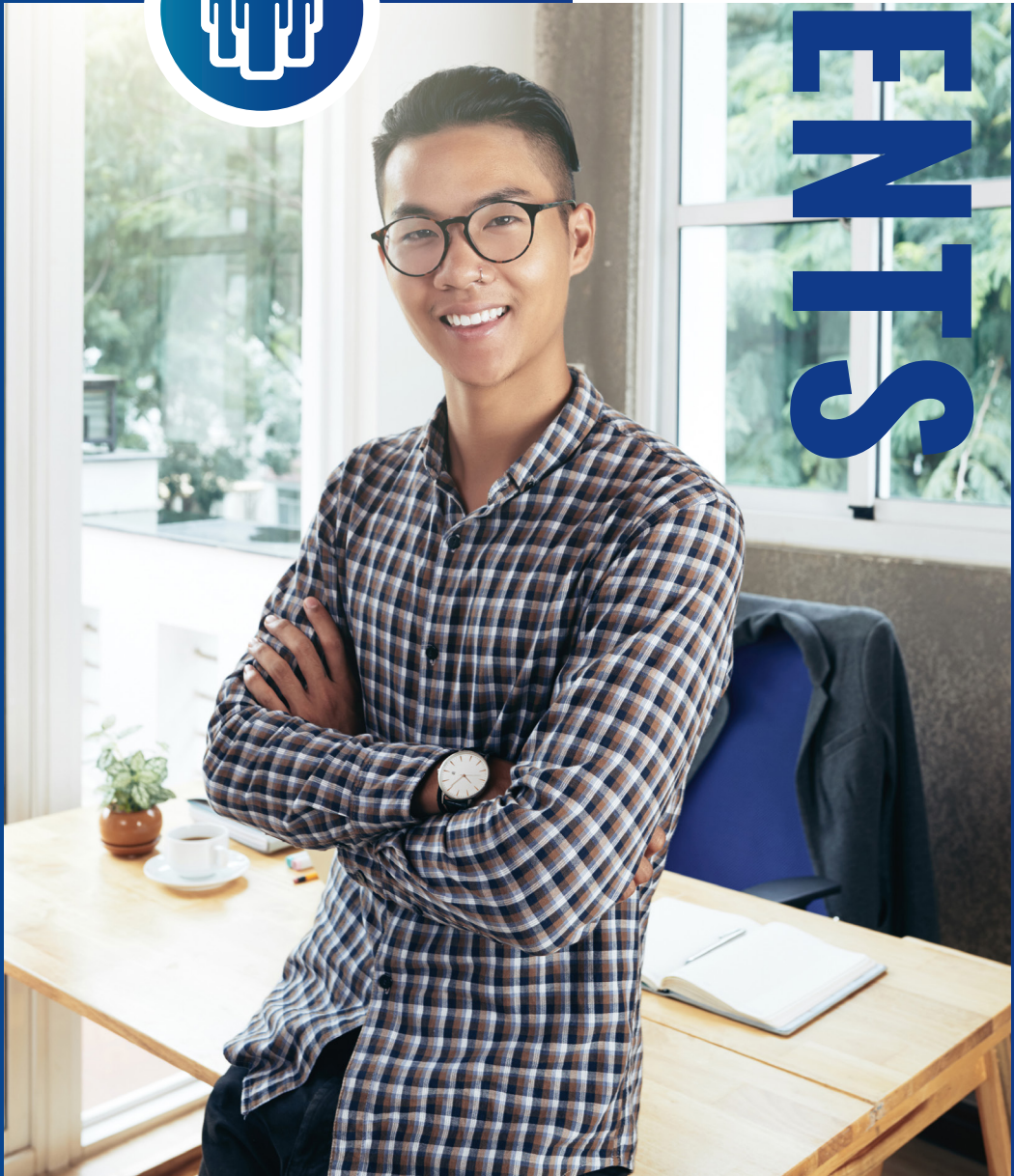
# HR HANDBOOK

ALCOHOL & SUBSTANCE MISUSE POLICY

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# ALCOHOL & SUBSTANCE MISUSE POLICY

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# ALCOHOL & SUBSTANCE MISUSE POLICY

## EXPLANATION OF TERMS USED IN THIS POLICY



Alcohol and Substance Misuse – For the purpose of this policy, the term 'alcohol and substance misuse' means the excessive use of alcohol, legal and illegal drugs, solvents or other substances in an excessive, habitual or harmful way that results in an impairment to the user's health and safety, work performance, conduct at work or social functioning

It should be noted that whilst normal, safe (non-excessive) drinking of alcohol is not classed as substance misuse, it would be so classified within the work environment.

## INTRODUCTION

This policy provides guidance for managing employees that misuse or are suspected of misusing alcohol and any other substances. This policy should be read in conjunction with the Proman's Managing Attendance and Disciplinary Policies. Drugs and alcohol have an impact on work performance, which may have implications on workplace performance and the health and safety of an employee and their colleagues. Proman therefore operates a zero-tolerance approach to the use of alcohol or substances in the workplace. This policy and procedure applies to all Proman employees, agency workers and contractors.

Proman recognises the diversity of its workforce and undertakes to apply this policy equitably and fairly irrespective of any protected characteristic as defined within the Equality Act 2010. In the application of this policy, Proman will recognise its duty to each and every individual employee and will respect their human rights.

## PURPOSE

The purpose of the policy is to:

- ▶ Ensure that Proman provides and maintains a safe work environment, free from the effects of the misuse of alcohol and other substances.
- ▶ Ensure that Proman meets its obligations to safeguard the health, safety and welfare of its employees and patients using its services.
- ▶ Provide consistent guidelines for managers and employees regarding alcohol and substance misuse.
- ▶ Ensure that all employees fully understand that the use of alcohol and other substances, legal or illegal or being under the influence is cause for investigation and may lead to disciplinary action.
- ▶ Support and promote the rehabilitation and wellbeing of any employee who may have problems with alcohol or substance misuse.

## RECOGNISING ALCOHOL AND SUBSTANCE MISUSE

Some of the following indicators are possible signs for concerns of alcohol and/or substance misuse;

- ▶ Absenteeism.
- ▶ Poor timekeeping.
- ▶ Poor performance.
- ▶ Erratic behaviour.
- ▶ Unusually irritable or aggressive.
- ▶ Sudden mood changes.
- ▶ Tendency to become confused. .
- ▶ · Smelling of alcohol or of 'masking agents' such as mouthwash

This list is not exhaustive and some of the indicators listed above, may be attributed to other factors or health concerns. Managers are advised to always seek advice from Human Resources.



PROCEDURE

Proman requires you to present yourself for work on each occasion required under your contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours under your contract. If during the course of your working day you have to take medicinal drugs on a regular basis, you should ensure that your line manager is made aware of this. Your line manager will treat this information confidentially.

If you attend work or if during working hours you are in a condition where your line manager believes you to be under the influence of alcohol or other substances and you are not able to carry out your duties in a proper, fit and safe way you will not be allowed to continue work. Instead you will be asked to leave the premises and may be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.

In addition, such behaviour may be subject to the disciplinary proceedings which may result in dismissal as a result of gross misconduct.

The requirements of this policy may be waived where employees are participating in business sanctioned events including 'beer Friday' or the distribution of alcohol at Christmas.

Proman will investigate the circumstances surrounding alcohol or substance misuse before beginning the disciplinary procedure and this may, include seeking medical advice about your condition including requiring you to have a medical examination. Proman will investigate the issue in detail and expects you to comply with any requests that you attend examinations.

If the disciplinary procedure is necessary and you receive a disciplinary sanction short of dismissal or if you have a successful appeal Proman will recommend that you engage with counselling services to help control your problem and you will be required to comply with any treatment. In the event that you need to be absent from work for a period of treatment for either alcohol or substance misuse a reasonable, unpaid leave of absence will normally be granted.

If Proman suspects that you are in the possession of alcohol or illegal substances you will be required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances you will be suspended from work pending further investigation. This matter will be dealt with under the Company's disciplinary procedure and after investigation may result in dismissal for gross misconduct.

If Proman believes that you are dealing, buying, selling or receiving drugs or alcohol you will be suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company will inform the police.

All employees, agency workers and contractors are required to inform Proman if they suspect any fellow worker may be acting in breach of this policy.

SUPPORTING POLICIES AND LEGISLATION

- ▶ Attendance Management Policy.
- ▶ Disciplinary Policy.
- ▶ Employment Rights Act 1996.
- ▶ Health and Safety at Work Act.





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