



Alcohol and Drugs

Section:

Health and Safety

Purpose:

This policy outlines Lion Care Essex position on the misuse of drugs in the workplace and provides advice and guidance on steps which may be taken by the Company should misuse occur.

The policy applies to all workers and employees from senior managers to temporary workers.

Procedure and Guidance:

Definitions

Alcohol misuse is defined as consumption of alcohol during working hours or attending work under the influence of alcohol.

Drug misuse refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents.

During working hours includes during breaks or on the way to work.

The rules:

The Company does not permit:

- **drug or alcohol misuse during working hours;**
- **being under the influence of drugs or alcohol while at work;**
- **encouraging others to misuse alcohol or drugs.**

Safeguards:

The Company recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness in the first instance;
- it is recognised that occasional (not frequent) relapses do occur;
- this policy will be monitored and reviewed regularly to ensure that it continues to be appropriate and effective.

Confidentiality:

If an employee requests help from Lion Care prior to management being aware of poor performance, then in accordance with the disciplinary or capability procedure any information regarding an employee's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

Help:

We can offer practical support to those experiencing problems, for example, we may be able to refer employees to an appropriate advisory service. Lion Care encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

Information:

The Company is also committed to providing information to employees about the effects of drugs on health and safety.

Disciplinary action:

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where help is refused, absences are frequent and/or impaired performance continues.

Dismissal may result from disciplinary action.

Possession of and dealing in illegal substances will be immediately reported to the police in all cases; there is no alternative to this procedure.

Lion Care Essex

This policy was implemented on 07/08/2018

Next review: 07/02/2019

Compiled by Katie Keating – Director