

Visual Interiors & Partitions Ltd

White Post Farmhouse, Laindon Common Road, Little Burstead, Essex CM12 9SY
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www.vipartitions.com - enquiries@vipartitions.com

Drug and Alcohol Policy

POLICY STATEMENT

The Organisation is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and any other associated legislation. Such legislations highlight to employers that they have a general duty to ensure the health, safety, and welfare of all their employees.

It is strictly forbidden to use, possess or sell illegal drugs, controlled substances or to consume alcohol or take drugs while on duty.

DEFINITIONS

For the purposes of this Policy, the term "drugs" and "alcohol" includes:

- Substances covered by the Misuse of Drugs Act 1971, which includes but not limited to amphetamines; methamphetamines; benzodiazepines; cannabinoids; cocaine; opiates
- Inappropriate use of prescribed and over the counter drugs; and
- Inappropriate use of solvents, alcohol, and any other substances.

SCOPE

This policy applies to all permanent employees, temporary employees, Sub-contractors, and agency workers.

The Organisation places paramount importance on the health, safety, and welfare of its employees at work and those whom the Organisation does not employ but who are affected by its undertaking.

POLICY CONSIDERATIONS

Alcohol and substance misuse can have a detrimental effect upon your health and can adversely influence your work performance and your relationships with colleagues and customers. It can result in reduced efficiency and increased absenteeism.

The Organisation has a duty towards and is concerned about the health and welfare of all employees. It is therefore Organisation policy to:

- promote a responsible attitude to the consumption of alcohol amongst employees
- help those employees who require it by referring them to an external specialist agency
- treat alcohol & substance abuse as a health problem & arrange for employees to seek professional assistance.



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Where a referral has been made, the Line Manager will work with the recommendations from the external agency on supporting the employee through a rehabilitation programme.

Where an employee is working to resolve a dependency problem independently, then they should keep their manager updated with their progress.

The Organisation will treat any absence due to alcohol and substance abuse in the same way as sickness absence on condition that you obtain professional treatment and maintain regular contact with the appropriate Occupational Health Department.

The Organisation will treat all relevant discussions in strict confidence.

If an employee is unwilling to seek help after a problem is identified or fail to complete a prescribed course of treatment or have a relapse following treatment or if inadequate work performance or unacceptable behavior, including poor work relationships, occur or persist, the matter may be dealt with under the Organisation's Disciplinary Procedure.

Careful consideration will be given if you have acknowledged the existence of a problem and/or have agreed to obtain medical help for the condition. However, any incident which after due process is proven to amount to gross misconduct, could result in summary dismissal i.e., dismissal without notice and without previous warnings.

COMMON SIGNS OF DRUGS AND ALCOHOL MISUSE/DEPENDENCE

The following characteristics, especially when arising in combination, may indicate the presence of a drugs/alcohol related problem. However, it is recognized that these characteristics will also be exhibited from time to time in persons who do not have a drugs or alcohol related problem.

- Absenteeism and poor time keeping, long coffee/lunch breaks
- Unexplained disappearances
- Imprecise medical certificates
- Increased unauthorized leave
- Increased Friday/Monday absence
- Excessive levels of sickness absence
- Improbable excuses for absence
- Reduced Work Performance
- Difficulty in concentrating
- Higher accident levels
- Impaired memory
- Lower quality/quantity
- Confusion
- Missed deadlines and appointments
- Periods of high and low productivity




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- Increased mistakes
- Personality Changes
- Mood changes
- Irritability and aggression
- Friction with colleagues
- Over reaction to criticism
- Depression
- Paranoia
- Confusion
- Unreasonable resentments
- Falling asleep
- Misuse of breath purifiers
- Attempts to borrow money
- Dishonesty
- Petty theft
- Court appearances
- Deterioration of relationships with friends/family

This list is not an exhaustive list of common signs of drugs/alcohol misuse/dependence.

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