

SecureCare

SUBSTANCE MISUSE POLICY

SecureCare (the “Company”) are committed to providing a safe, healthy and productive working environment for all our staff, customers and visitors. This includes ensuring that you are fit to carry out your jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage the Company’s reputation and, as a result, our business.

Scope and Purpose of the Policy

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage the Company’s reputation, and which are likely to be dealt with under the Company’s Disciplinary Policy.

The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that you are aware of your responsibilities regarding alcohol and drug misuse and related problems.

Personnel Responsible for Implementation of the Policy

We also have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

Where we consider that a deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse we will seek advice and assistance from an Occupational Health Advisor.

Should you arrive at work and we reasonably believe that you are under the influence of alcohol or drugs, we shall immediately contact our advisors in order that an investigation can be undertaken.

If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance. If they will not seek help themselves, you should draw the matter to the attention of Robert Stevenson. You should not attempt to cover up for a colleague whose work or behaviour is suffering because of an alcohol or drug-related problem.

If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

Alcohol and Drugs at Work

You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

We always expect all our staff to comply with the drink-driving legislation. The Company's reputation will be damaged if you are convicted of a drink-driving offence and, as your job requires you to drive if you lose your licence, you may be unable to continue to work for the Company. Committing a drink-driving offence outside or during working hours or while working for us may lead to disciplinary action and could result in dismissal in accordance with our Disciplinary Policy.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so you must tell us without delay.

Searches

We reserve the right to conduct searches for alcohol or drugs. Any alcohol or drugs found as a result of a search will be confiscated and disciplinary action may result.

Management of Suspected Substance Misuse

If we have reason to believe that you are suffering the effects of alcohol or drugs misuse, for example, due to a deterioration in your work or behaviour, we will invite you to an investigatory interview. The purpose of the interview is to:

- discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour
- where appropriate, to offer to refer you for medical and/or specialist advice

If, as the result of the interview, we continue to believe that you are suffering the effects of alcohol or drugs misuse and you refuse an offer of referral the matter may be dealt with under our Disciplinary Policy.

If you agree to be referred, we will request an urgent appointment and prepare a letter of referral, a copy of which will be provided to you.

Providing Support

Alcohol and drug related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. Support will be provided where possible with a view to supporting a full recovery, allowing a return to work and the full range of your duties.

Confidentiality

We aim to ensure your confidentiality should you be experiencing alcohol or drug-related problems. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

Performance and Disciplinary Issues

If, having acknowledged an alcohol or drug related problem, you undertake treatment and/or rehabilitation, any related performance or disciplinary action may be suspended pending the outcome of the treatment.

Our intention is to support you with alcohol or drug related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or continued.

This Policy will be regularly reviewed and updated as necessary. The management team endorses these Policies and is fully committed to their implementation.

This Substance Misuse Policy has been approved & authorised by:

Signature:

Signed by: ROBERT STEVENSON
Position: DIRECTOR

Date:

Review date: