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| **Policy Name** | **Alcohol and Drugs Policy** | **Policy Number** | HR006 |
| **Approval date** | June 2019 | **To be reviewed** | June 2022 |
| **Approved by** | UCB Guild HR Subcommittee |
| **Noted/endorsed** | Guild Manager |
| **Applicable To** | All staff and officers |
| **Related policies** | HR015 Disciplinary Policy |

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| **REVIEW HISTORY** |
| **Date** | **Name** | **Role** | **Notes** |
| 28/06/2019 | Sarah Kerton | Guild Manager, UCB Guild | Creation of new policy and approval |
| 31/10/2019 | Sarah Kerton | Guild Manager, UCB Guild | Ratification by Trustee Board |

**ALCOHOL AND DRUGS POLICY**

**Introduction**

Employees who are under the influence of alcohol or drugs at work present a health and safety risk to themselves and others. In addition, the Guild may be held criminally liable if it knowingly allows or tolerates the misuse of controlled drugs on Guild premises. For this reason, the Guild has adopted an alcohol and drug abuse policy.

When using the term ‘drugs’ in this policy we mean:

* any substances regulated by the Misuse of Drugs Acts 1971 of Psychoactive Substances Act 2016; and
* any other drugs (including prescription drugs and solvents) being used for non-medical purposes, including “legal highs” or psychoactive drugs which are legal substances which have the effect of illegal drugs.

The Guild recognises that some employees may have a complex relationship with alcohol and/or drugs. Staff who need support can speak to their line manager or the Guild Manager who will have a supportive approach and treat any discussion or action in the strictest of confidence, where it is possible.

1. **Use of Alcohol**

The Guild's policy is to forbid employees to consume alcohol during their working hours on the Guild's or University’s premises without the permission of senior management. If any employee is found to be under the influence of alcohol and/or drugs at work or is found consuming alcohol or drugs on the Guild or University premises during their working hours, that employee may face disciplinary action on the grounds of Gross Misconduct under the Staff/Officer Disciplinary Procedures.

The Guild may suspend disciplinary action, where alcohol misuse is a factor, on condition that the employee follows a suitable course of action.

1. **Use of Drugs**

The Guild strictly forbids the possession, use or distribution of drugs which are not legally available to all and/or medically prescribed for you on the Guild's or University’s premises. An employee who is prescribed drugs by their doctor that may affect their ability to perform their duties should discuss this immediately with their line manager in order to suitably support.

Where it is suspected that a breach of the prohibition on drugs has taken place, or if it is suspected that an employee's work performance or conduct has been impaired through drug abuse the Guild reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.

A positive test for drugs may be considered as Gross Misconduct.

Where any employee at such a request refuses to undergo a medical examination, such refusal may amount to Gross Misconduct in accordance with the Staff/Officer Disciplinary Procedure.

The Guild may suspend disciplinary action, where drug misuse is a factor, on condition that the employee follows a suitable course of action.

The Guild reserves the right to search an employee or any of an employee's property held on the Guild’s or University’s premises at any time if the Guild has reasonable grounds to believe that the prohibition on drugs is being or has been infringed. The search will be carried out in accordance with the Guild's Search Policy.

If an employee refuses to comply with these search procedures, such action may amount to Gross Misconduct and trigger the Staff/Officer Disciplinary Procedures.

The Guild reserves the right to inform the police of any suspicion it may have with regard to the use of drugs by any of its employees on the Guild's premises.

1. **Search Policy**

Where an employee is required to submit to a search, the following procedure will be used:

* The search will be conducted in a private room;
* The employee may be accompanied by a colleague provided that the colleague is available without unreasonable delay;
* The search will be conducted by a member of University security and witnessed by a senior manager;
* The employee may request that the persons conducting and witnessing the search is of the same sex as themselves.

Where an employee is found to be in possession of prohibited drugs, or there is evidence to suggest that they have committed a criminal offence, they will be suspended on full pay pending a further investigation, which may result in disciplinary action including dismissal.