



<b>POLICY/PROCEDURE INFORMATION (Policy no HR00016)</b>	
<b>Subject</b>	<b>Alcohol and Drugs Policy</b> <i>(This policy is non-contractual and subject to periodic review and will be amended according to service development needs)</i>
<b>Applicable to</b>	All direct staff and volunteers, volunteers and others working for, or on behalf of, Nottinghamshire Hospice
<b>Date issued</b>	Sept 2019
<b>Next review date</b>	Sept 2022
<b>Lead responsible for Policy</b>	Director of People Services
<b>Policy reviewed by</b>	Senior Management Team – July 2019
<b>Notified to (when)</b>	Strategy & Corporate Governance Group – Aug 2019
<b>Authorised by (when)</b>	Board of Trustees – Sept 2019
<b>CQC Standard if applicable</b>	N/A
<b>Links to other Policies</b>	Code of Conduct Disciplinary Policy and Procedures Capability Policy and Procedures Right to Search Policy
<b>Summary</b>	This policy is designed to prevent and treat problems created in the workplace by inappropriate alcohol consumption and drug usage.
<b>This policy replaces</b>	

<b>VERSION CONTROL</b>		
<b>Status</b>	<b>Date</b>	<b>Reviewed date</b>
Original policy written by Angela Bloomfield, Head of HR	June 2015	June 2017
Policy reviewed by Corporate Management Team	June 2015	
Policy ratified by The Group Quality & Safety Group	June 2015	
Policy reviewed by Donna Roberts, HR Manager	Nov 2017	Nov 2019
Updated control sheet and published on Policy Doc App	Dec 2018	
Policy reviewed by Donna Roberts, HR Manager	June 2019	
Policy reviewed by Senior Management Team	July 2019	
Policy reviewed at Strategy & Corporate Governance Group	Aug 2019	
Policy notified to Board of Trustees	Sept 2019	Sept 2022
Updated control sheet and published on Policy Doc App	Sept 2019	
Updated staff and volunteers throughout policy	June 2020	
Logo updated and published on website	Dec 2020	

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## 1. Introduction

Nottinghamshire Hospice is committed to maintaining healthy, safe and productive working conditions for its entire staff and volunteers and volunteers. The organisation recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, Nottinghamshire Hospice aims to ensure a working environment free from the inappropriate use of substances and where its staff and volunteers are able to carry out their duties in a safe and efficient manner.

## 2. Policy Objectives

To alert all staff and volunteers to the risks associated with drinking alcohol and using non-medicinal drugs and to promote good practice and a progressive change of behavior and attitude concerning use.

To encourage and assist staff and volunteers who suspect or know that they have an alcohol or drug problem to seek help at an early stage.

## 3. Policy Application

This policy applies to all members of staff and volunteers. For the purposes of this policy the term drug includes:

- **substances** covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
- **prescribed** and over-the-counter drugs
- **solvents** and any other substance

## 4. Disciplinary Rules

The standards are as follows:

- The consumption of alcohol by members of staff and volunteers is inappropriate at any time when working or before work whenever work performance will be adversely affected, except in a genuine case of client / fundraising / event entertaining. In these circumstances, only a reasonable amount of alcohol should be consumed so that the member of staff and volunteers is still able to carry out their duties. It is not acceptable for a member of staff and volunteers to become intoxicated with alcohol during client / fundraising / event entertaining. Disciplinary action will be taken in such circumstances this relates to Notts Hospice staff and volunteers, volunteers are subject to the volunteer manual and charter. In the case of external contractors this will be raised with their company and may be subject to their company's disciplinary process.
- The use of drugs by members of staff and volunteers is inappropriate at any time when working or before work whenever work performance will be affected. Staff and volunteers who are prescribed by their doctor drugs that may affect their ability to work should immediately discuss the problem with their Manager

- Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on the Nottinghamshire Hospice's premises will be reported immediately to the police
- Any member of staff and volunteers who is found to be in breach of these rules will be liable to dismissal on the grounds of gross misconduct under Nottinghamshire Hospice's Disciplinary Policy and Procedures.

## **5. Medical Examination**

If Nottinghamshire Hospice suspects that there has been a breach of the above provisions, or a member of staff and volunteers's work performance or conduct has been impaired through drug or alcohol abuse Nottinghamshire Hospice will immediately invoke its Disciplinary Policy and Procedures which may result in the employee's dismissal. In investigating the incident, however, Nottinghamshire Hospice may require the member of staff and volunteers to undergo a medical examination to determine the cause of the problem.

If, having undergone a medical examination, it is confirmed that the employee has no underlying drug or alcohol problem, Nottinghamshire Hospice will continue to deal with the issue under its Disciplinary Policy and Procedures.

If, having undergone a medical examination, it is confirmed that the employee has been positively tested for a controlled drug, or he/she admits to having a drug and/or alcohol problem, Nottinghamshire Hospice reserves the right to suspend him/her from work on full pay to allow Nottinghamshire Hospice to decide whether to deal with the matter under the Disciplinary Policy and Procedures or to require him/her to undergo treatment and rehabilitation.

If the member of staff and volunteers refuses to have a medical examination or there is a delay in a medical examination appointment, Nottinghamshire Hospice reserves the right to suspend him/her on full pay until the facts have been established in line with the Disciplinary Policy and Procedures.

## **6. Monitoring**

To assist in the effective implementation of this policy, Nottinghamshire Hospice reserves the right to have tests carried out on a member of staff and volunteers following any incident, where there is a suspicion on the part of the Line Manager that drugs and/or alcohol may have been a contributory factor.

Where testing takes place the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply the urine sample, will be considered to be a breach of these rules and may lead to disciplinary action being taken.

Nottinghamshire Hospice reserves the right to search staff and volunteers or any of their property held on Nottinghamshire Hospice premises at any time if the employee's Line Manager believes that the prohibition on substances is being or has been infringed. Any search will be in line with the Nottinghamshire Hospice's Right of Search Policy.

## **7. Support**

Nottinghamshire Hospice will assist with the rehabilitation of staff and volunteers who voluntarily seek help for drug and alcohol related problems. Such individuals must, however, seek assistance from their Line Manager or Human Resources department at the earliest possible opportunity. Subsequent discovery, or a disclosure prompted by medical examination or investigation under the Disciplinary Policy and Procedures, will not be acceptable and will not provide immunity to an individual from disciplinary action.

Staff and volunteers who voluntarily seek help will be referred to our Occupational Health Provider for professional support and further information. Staff and volunteers who believe that they are affected by drugs or alcohol (either directly themselves or someone they are close to) can contact our Employee Assistance Programme (EAP) Tel: 0800 072 0353 for confidential support 24/7, 365 days a year. However, we still urge staff and volunteers personally experiencing drug and alcohol related problems to notify Nottinghamshire Hospice at the earliest opportunity and contact their GP.

Where work performance has been affected the member of staff and volunteers will be placed on a Performance Improvement Plan (PIP) in line with our Capability Policy and Procedures. The member of staff and volunteers will be required to demonstrate improvement and satisfactory completion of the support put in place. If performance does not improve, disciplinary action will be taken.