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The Queen's Award for
Voluntary Service
2007

Drugs, Alcohol and Substance Policy



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Foresight has a general duty under Health and Safety at Work Legislation to ensure, as far as is reasonably practicable, the health, safety, and welfare of all its **employees and volunteers**. A further duty is placed upon Foresight under the Management of Health and Safety at Work Regulations 1992, to assess the risks to the health and safety of employees and volunteers. Therefore, if an employer knowingly allows an **employee or volunteer** under the influence of alcohol, drugs or other substances to continue working and his/her behaviour places others at risk, then the **employer/volunteer** could face prosecution under the Act. It must be noted that all **employees/volunteers** are also required to take reasonable care of themselves and others who could be affected by what they do at work.

The principal legislation in the U.K. for controlling the misuse of drugs / substances is the Misuse of Drugs Act 1971. Nearly all drugs and substances with misuse and /or dependence liability are covered by this Act. The Act makes the production, supply and possession of these controlled drugs / substances unlawful. If an employer/volunteer knowingly permits the abuse of illegal drugs / substances and / or the production supply of any controlled drugs / substances to take place on its premises, then the employer/+ could be committing an offence.

Alcohol and substance misuse are issues for all society. They have consequences for the individual concerned, the organisation for whom they work as well as family, friends and work colleagues. Successfully tackling the problem can benefit both the organisation and its employees/volunteers by:-

- Reducing the cost of absenteeism or impaired productivity
- Reducing the risk of accidents caused by impaired judgement
- Contributing to society's efforts to combat alcohol, drug and substance abuse
- Enhancing the public perception of the organisation as a responsible employer
- Creating a more productive environment by offering support to those employees who have an alcohol, drug or substance related problem and thereby improving employee performance, self-esteem and well-being

The purpose of this Policy is to make clear to all **staff/volunteer**, Foresight's position on alcohol and substance abuse while at work and the action to be taken if such circumstances arise. This policy aims to contribute to a safe and healthy work environment by:

- Preventing drugs, alcohol and other substances problems through awareness raising and providing guidance on the symptoms, effects on work and health consequences of drugs, alcohol and substance abuse
- Identifying problems at an early stage, thus minimising risks to the health and safety of employees and potentially safeguarding the health and safety of fellow employees and others
- Recognising drug, alcohol and other substances problems as medical conditions that are potentially treatable and providing the means whereby those who have a problem can seek and be offered help in confidence
- Providing assistance and a supportive environment to employees with problems with the aim of maintaining them in and, where appropriate, reintegrating them into the workplace

This policy is applicable to all **employees and volunteers** at Foresight. All employees have a responsibility to adhere to the policy and a duty to co-operate with management to ensure implementation and adherence to the policy. It should be noted that while **employees/volunteers** are free to do what they choose in their own time, this freedom brings with it the responsibility of ensuring that they do not engage in any activity which would bring into question their loyalty and reliability, in any way weaken public confidence in the conduct of Foresight or in any other way prevent the efficient performance of their official duties. **Employees/volunteers** are reminded that inappropriate behaviour outside working hours (including at Foresight functions) may constitute misconduct in some circumstances and will be dealt with in accordance with the Foresight's disciplinary procedures.

In this policy, "substance abuse" refers to the use of illegal drugs and substances and the misuse of prescribed and "over the counter" drugs and substances including solvents. Substance misuse can harm the user both physically and mentally and, through the user's actions, other people. Alcohol problems are defined as "any drinking, either intermittent or continual, which impairs an employees' work performance and / or interferes with attendance."

Employees/Volunteers must not during the course of their time at Foresight:

- Possess any illegal substance or abuse drugs, alcohol, solvents or any other potentially abusive substance;
- Supply or attempt to supply any person with any illegal substance;
- Attend work under the influence of alcohol or other substance. (The policy does not restrict the appropriate use of prescribed or over-the-counter medication).