



Alcohol And Drug Misuse.

Introduction

We are committed to providing a safe, healthy and productive working environment for all team members, customers and visitors. This includes ensuring all team members are fit to carry out their roles safely and effectively in a work environment which is free from illegal drugs and/or alcohol misuse.

The purpose of this policy is to provide you with the information you need to understand in case you should you want to highlight and express problems or concerns personally or if you have concerns with other team members so that they may be supported.

All team members are expected to arrive at work fit to carry out their role and to be able to perform their duties safely without any limitations due to the use or after-effects of alcohol or illegal drugs. This policy details the options available to you, and the process that will be followed, to help support any concerns that you raise or come to light during your time with the Company.

Scope

This policy applies to all team members. This policy does not cover self-employed, contractor or agency workers. This policy does not form part of your terms and conditions of employment, and we reserve the right to amend this policy at any time. We reserve the right to adapt and amend the procedure according to the circumstances in each case.

Although this policy does not apply to self-employed, contractors or agency workers should an alcohol or illegal drug issue arise they will be asked to leave our premises immediately and dealt with confidentially by the relevant Manager.

Note: *If you have an alcohol or drug misuse problem then please let your manager know immediately and we will review your personal situation on a case-by-case basis.*

Effects of Alcohol and Drug Misuse

The misuse of alcohol and drugs can lead to the following:

- Increased health and safety risk
- Reduced levels of attendance
- Reduced efficiency and performance
- Impaired judgement and decision making
- Irresponsible behaviour

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The above can affect not just the individual concerned but also others including customers. The reputation of the Company and its professional standing could be damaged if team are misusing alcohol and drugs.

It is not our Policy to accept team members arriving at work under the influence of alcohol or drugs, and/or whose ability is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol during working hours and take illegal drugs on our premises.

Purpose of this Policy

1. This policy is principally intended to deal with alcohol and illegal drug issues which, in the context of this policy are any drinking or taking of illegal drugs, whether intermittent or continual which interferes with work performance in relation to health and safety, attendance, efficiency, professionalism and productivity.
2. You will be deemed to be under the influence of alcohol or illegal drugs where that is the reasonable opinion of a Manager (who may ask for another Manager to corroborate their opinion).
3. "One-off" incidents or offences caused by alcohol misuse at or outside work where there is no evidence of any ongoing issue are addressed in this policy but are likely to be dealt with under the disciplinary policy.
4. "One-off" incidents or offences caused by illegal drug misuse at/or outside work will be addressed in this policy but will be dealt with under the disciplinary policy.
5. Part of the purpose of this policy is to increase awareness and to ensure that all team are aware of their responsibilities regarding reporting of alcohol and drug misuse.
6. Team who has an alcohol or drug related problem will be dealt with sympathetically, in confidence, fairly and consistently.

Your Personal Responsibility

Managers have an important role to play in identifying issues at work that are being caused or contributed to by alcohol or drug misuse and will act as follows:

- Where a Manager considers that deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and support from Human Resources or a Senior Manager.
- When a team member arrives at work and a Manager reasonably believe that they are under the influence of alcohol or drugs, they should immediately confront the individual and confirm that they are not allowed to work in their current condition.
- They should then be advised to go home (or back to their team accommodation) and a full investigation will now take place, during which they will remain on full pay. If

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they have driven to work then alternative modes of transport should be used to get them home or back to their accommodation.

If as a team member you notice that another team member's pattern of behaviour has changed, you should encourage them to speak to their Manager. If they are not prepared to seek help themselves, you should draw the matter to the attention of the Manager to ensure everyone's safety.

You must never try to cover up for another team member whose work or behaviour is suffering as a result of alcohol or drug related issues.

If you believe that you have an alcohol or drug related issue you should seek specialist advice and support as soon as possible and report it to your Manager. If you are not comfortable reporting this sensitive issue to your Manager then you can speak to Human Resources instead.

Alcohol and Illegal Drugs at Work

1. You should not drink alcohol or take illegal drugs during the normal working day.
 2. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered an offence under the disciplinary procedure.
 3. The use of illegal drugs whether at work or outside of work will be considered a serious offence under the disciplinary procedure.
 4. We recognise that on occasion authorised team members may socialise with other team members, contractors, suppliers or customers. We expect all team to behave in a responsible manner and act in a way that will not detrimentally affect the Company's reputation.
 5. If you entertain customers or represent the Company at events where alcohol is served, you are "at work" regardless of whether you do so outside of normal working hours, and consequently we will expect you to always remain professional.
 6. Any team member who has an alcoholic drink after the end of the working day must stay within legal limits if driving home afterwards.
 7. The Company may organise parties, conferences and social events for team where alcohol is provided, all team are expected to demonstrate responsible behaviour at these functions, to act in way that will not damage the Company's reputation and adhere to all health and safety measures including arranging safe transport home.
 8. The Company will not condone the taking of any illegal drugs at any parties, conferences, social events or on Company premises.
 9. At such events Managers should act to prevent excessive consumption of alcohol by any team member and should take steps to deal with unacceptable conduct.
 10. Team who are under the influence of alcohol or illegal drugs must not drive a personal or a company vehicle on the Company's premises or on the public highway.
 11. The Company operates on a 24-hour basis and team may be called out of normal working hours to deal with a problem. Should a team member receive such a call
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and have consumed alcohol or taken illegal drugs they must advise the Manager immediately.

12. If you are off duty and socialising in one of the Company's licensed venues, you must behave appropriately and must not assist in dealing with customers.
13. We expect all our team to adhere with any legislation in relation to drinking, driving and drug always taking.
14. If your role requires you to drive and you lose your licence you may be unable to continue to do your job which will lead to disciplinary action.
15. If your role requires you to hold any legal licence and this is removed by law, then you may be unable to continue to do your job which will lead to disciplinary action.
16. If you are prescribed medication, you must seek advice from your Doctor or Pharmacist on whether it will affect your duties and whether they should be modified or a different role identified for a period of time. If this is the case, please speak to your Manager immediately you are advised.

Procedure for Dealing with Alcohol and Drug Misuse

1. If you believe that you have an alcohol or drug related issue you should seek specialist advice and support as soon as possible and report it to your Manager. If you are not comfortable reporting this sensitive information to your Manager then you can speak to the Human Resources team instead, however, your Manager will need to be made aware at some stage.
2. Support will be given as appropriate to each case but the team member will need to ensure that any advice and treatment is fully complied with at all times. Failure to do so will result in disciplinary action.
3. Any period off to attend treatment will be dealt with under the normal absence procedure.
4. If a Manager believes that a team members performance is impaired as a result of alcohol or drug misuse the team member will be asked to participate in an investigatory meeting which could include a testing procedure, such as breath, urine, swab or blood sample to be given.
5. If it is established that there is a concern, and it is felt you are a risk to yourself or others, you may be suspended on full pay, pending the investigatory meeting.
6. During the investigation we may require you to undergo a medical assessment from a specialist, which the Company will fund.
7. Adjusting as recommended by the medical adviser during treatment will be subject to operational requirements and feasibility and will be discussed on a case-by-case basis.
8. Should you refuse support, and the Company believes you are suffering the effects of alcohol or drugs misuse then this will be dealt with under our disciplinary procedure.
9. If Senior Management believe it appropriate, that there is a requirement to ensure we maintain a safe and healthy environment, team may be required to participate in a random drug screening procedure.

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10. The Company reserves the right to conduct searches including but not limited to, lockers, filing cabinets, desks, packages sent to the Company's address, vehicles, personal belongings and team accommodation.
11. Any illegal drugs found because of a search will be confiscated and disciplinary action will follow.
12. The Company aims to ensure the confidentiality of any issues arising; however, it needs to be recognised that in supporting team members some degree of information sharing with Managers is likely.
13. The Company will treat each matter confidentially unless maintaining confidentiality could put another team member or customers at risk.
14. If there is a risk, it will be discussed with the team member and a course of action agreed.

Record keeping

Records will be kept of the situation, the agreed course of action and the outcome and these records are confidential and will be processed in accordance with our Data Protection Policy.

If you have any questions

If you have any questions regarding this policy, please speak to your Manager or Human Resources.

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