



For better
mental health

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SHEFFIELD MIND

ALCOHOL AND DRUGS POLICY

Alcohol and drug misuse or abuse can be a serious problem within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues and customers.

Sheffield Mind has a duty to protect the health, safety and welfare of all its employees. However, Sheffield Mind recognises that, for a number of reasons, employees could develop alcohol or drug related problems. The company rules aim to promote a responsible attitude to drink and drugs and to offer assistance to employees who may need it.

Our rules for a safe system of work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules **MUST** be adhered to:

- Do not come to work under the influence of alcohol or drugs.
- Do not bring or consume alcohol or non-prescribed drugs onto work premises.
- Employees representing the Company at business/client functions or conferences are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking non-prescribed drugs on these occasions.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

The Company reserves the right in any of these circumstances to arrange for the employee to be escorted from the Company's premises immediately and sent home. Alternatively, depending on the circumstances, you may be required to remain at work to sober up (on an unpaid basis) before being subjected to disciplinary action.

In addition you **SHOULD**:

- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Ask your doctor for guidance and advice on sensible limits of alcohol consumption.
- Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
- Ask for assistance if you feel that matters are beyond your own control.



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The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety.

It is the Company's intention to deal constructively and sympathetically with an employee's alcohol or drug related problems, such as alcohol or drug dependency. When it is known that an employee has an alcohol or drug problem, manager in Sheffield Mind will be able to provide advice and guidance on how to seek suitable treatment. The primary objective of any discussions will be to assist the employee with the problem in as compassionate and constructive a way as possible. Any discussions of the nature of an employee's alcohol or drug problem and the record of any treatment will be strictly confidential unless the employee agrees otherwise.

If you have an alcohol or drug problem, you should seek appropriate help. If you have an alcohol or drug problem which affects your conduct or performance at work and you refuse the opportunity to receive help, the matter will be referred for action under the Company's disciplinary procedure as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, your conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

All new and existing staff should be made aware of this policy on commencement of their employment. It is the responsibility of line managers to ensure that all staff who report to them are aware of and adhere to the policy framework within which Sheffield Mind operates and to keep them abreast of updated and new policies as soon as practicable.

Policy agreed by Directors on
Policy due to be reviewed on March 2010