

Health Related Issues

DRUG AND ALCOHOL ABUSE POLICY

POLICY STATEMENT

1. The Foundation is aware of its responsibilities to provide for the health and safety of its employees and visitors to its premises and to ensure that a safe working environment is maintained.
2. The Foundation recognises that personal problems may give rise to a drink or drug problem. Staff are encouraged to seek help at the earliest possible opportunity.
3. The Foundation may seek to offer assistance and help staff with an alcohol or drug abuse problem.
4. This policy will not apply if the member of staff has been arrested, cautioned or convicted for an offense directly or indirectly as a result of their drink or drug problem prior to advising the Foundation of their drink or drug problem.
5. The Foundation may offer help with the problem through a referral to a counselling service or offer assistance to the employee in being placed with such a facility.
6. The Foundation may offer ongoing support during a recognised period of treatment which may include offering help with adjustment in the nature of the work undertaken by the employee.
7. The Foundation expects the employee to recognise that they are suffering from a problem and are prepared to co-operate fully in the referral and treatment from appropriate sources.
8. Where an employee fails to co-operate and there is deterioration in work performance, conduct or attitude this will be dealt with through the Foundation's disciplinary process.
9. To ensure the safety of the workplace the Foundation will implement a strict policy in relation to the consumption of alcohol or the taking of drugs at work which will be dealt with through the Foundation's disciplinary process.
10. This policy will apply to all staff irrespective of their position within the Foundation

Alcohol Guidance

11. There is a strict prohibition against the consumption of alcohol on the Foundation's premises or during periods when the staff member is undertaking work for the Foundation.

12. Drivers of Foundation vehicles must not consume alcohol either during their period of driving or for a reasonable period prior to commencing driving to ensure that they are not intoxicated and incapable of driving in a safe and responsible manner.
13. No staff member should attend work in a state where they are intoxicated or still under the influence of alcohol.
14. Any breach of this guidance will be dealt with through the Foundation's disciplinary process and may, as this is a gross misconduct offence, lead to the summary termination of employment.
15. Where it is established a staff member has an alcohol related problem the Foundation may suspend the application of disciplinary action provided the employee is willing to co-operate with a referral to an appropriate drink counselling service and follow the advice and medication offered. Where a staff member refuses to follow that advice and medication or continues to abuse the alcohol policy they may be subject to disciplinary action.
16. Alcohol will be allowed within moderation at Foundation sponsored functions where staff have been formally notified that the drinking of moderate amounts of alcohol is to be permitted. This allowance does not affect any person who is driving a Foundation vehicle and the guidance will still apply to those persons who should not drive where they have consumed alcohol.

Drugs Abuse Guidance

17. The possession, use or distribution of drugs for non medical purposes on Foundation premises is both illegal and strictly forbidden.
18. Where a staff member has been prescribed medication by their medical practitioner which may affect their work ability they should discuss the problem, in the strictest confidence, with their immediate manager.
19. No staff member should undertake work for the Foundation whilst under the influence of any non prescribed drug or other substance that may affect the ability to properly fulfil their duties.
20. No person should drive a Foundation vehicle where they are, or might be, under the influence of any non prescribed drug or substance.
21. The Foundation reserves the right to search any staff member, their vehicle or property (including workplace lockers) if there are reasonable grounds to believe that this policy is being infringed.
22. A refusal to submit to a reasonable request to undertake such a search will normally be regarded as a matter to be dealt with through the Foundation's disciplinary procedure.

23. If the Foundation suspects that you have breached this guidance on drug abuse in any respect or that your work performance or conduct has been affected through such abuse the disciplinary procedure will be undertaken and such breaches are deemed to be gross misconduct that may lead to the summary termination of your employment.
24. Staff are reminded that they have a duty of care and will be expected to report to their immediate manager any concerns that they may have in relation to incidents relating to drink or drugs or where they suspect other staff of misuse or abuse.
25. The Foundation has a legal duty to notify the police where they believe that there has been a use of controlled drugs by its staff on Foundation premises or in vehicles.

SMOKING POLICY

POLICY STATEMENT

1. The Foundation recognises its responsibilities under health and safety legislation to ensure that the environment in which its staff work is as free from harm as is reasonably possible. As well as to take appropriate measures to protect non-smokers against discomfort caused by tobacco smoke.
2. It is widely recognised and accepted that smoking constitutes a danger to the health of those that smoke as well as those that do not.
3. Smoking also presents a serious fire risk within the building.
4. The Foundation therefore prohibits smoking by staff and visitors on any part of its premises; except in the designated areas.

Policy Aim

5. The aim of the policy is to protect staff and visitors from the health risks associated with the inhalation of tobacco smoke and to ensure their safety and the safety of the premises by reducing the risk of fire.

Policy Guidelines

6. The Foundation is committed to promoting the health and safety of its staff and visitors.
7. Smoking is strictly forbidden on all parts of the premises except for the designated areas.
8. Staff are reminded that the Foundation provides a lunch break period but no other official break periods. Staff who work on equipment with visual displays are recommended to have breaks away from the machine but that is a break away from a specific task and not from work, other work should be undertaken during such breaks.
9. Staff are therefore, requested not to leave site during normal working times for the purpose of smoking off site. In the event that staff do undertake such behaviour they will be informally warned that this is contrary to the Foundation's policy and in the event that staff persist with such conduct then it may lead to action being taken within the Foundation's disciplinary process.
10. All visitors who are seen smoking in any designated non smoking areas should be politely notified of the no smoking policy and asked to stop smoking.