



Drugs and Alcohol Policy

1.0 Introduction

- 1.1 Bath Spa Students' Union is committed to ensuring the health, safety and wellbeing of its employees, members and anyone involved with its activities. The Health and Safety at Work Act 1974 stipulates that employers have a duty to ensure the health, safety and welfare of employees as far as is reasonably practicable.
- 1.2 This policy describes our approach to drugs and alcohol at work. It seeks to provide clear direction for staff on their responsibilities and the consequences of using alcohol or drugs in the workplace, including the approach we will take when the consumption of alcohol and drugs affects an employee's performance at work.
- 1.3 We expect all employees to use good judgement and to behave appropriately at all times whilst they are at work or representing the Union in a professional capacity.
- 1.4 The abuse of alcohol or drugs may be treated like other illness, and people seeking professional advice and treatment have the best chance of recovery. This policy also outlines our commitment to support employees who have drug or alcohol dependency and wish to have help.

2.0 Scope

- 2.1 This policy applies to all staff and they should be familiar with it.
- 2.2 The policy covers one-off situations of staff being under the influence of alcohol or drugs whilst at work, as well as the action to be taken when an employee has an underlying alcohol or drug-related dependency.
- 2.3 Although the Union has a genuine interest in the wellbeing of our employees, what they do in their private life is generally outside the scope of this policy unless it affects their work, interferes with the legitimate activities of other members of our Union, or risks people's safety.
- 2.4 The Union will ensure that activities they are involved with provide alternatives to alcohol, and that staff/volunteers and representatives from partnerships are aware of our expectations in this area.
- 2.5 Breaches of this policy will be addressed under our Disciplinary Policy. Staff on probation who breach this policy will have the circumstances considered as part of their Probationary Review.

3.0 Alcohol and Drugs

- 3.1 The Union prohibits the drinking of alcohol by employees in the workplace or on Union business whilst at work on their breaks. The only exception is for reasonable drinking in

connection with approved social functions held on Union premises or elsewhere. If staff are in doubt about what is appropriate at a Union social function, they should speak to their line manager for guidance.

3.2 We regard drinking to an 'unreasonable level' to include any of the following situations:

- In the opinion of management, the employee's performance is impaired or it potentially affects their safety or that of others. This may include being over the limit for driving.
- In the opinion of management, the employee's behaviour may cause embarrassment, distress or offence to others (staff, members, visitors etc.).
- The individual continues to drink when instructed to stop by a manager.

3.3 The Union expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance, and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on Union premises, in Union vehicles or at a Union function, they will be regarded as serious, will be investigated, and may lead to disciplinary action and possibly reporting to the police.

3.4 Staff should not:

- Report or try to report for work having consumed drugs or alcohol likely to make them unfit and/or unsafe for work
- Consume or be under the influence of drugs or alcohol while at work on Union premises, in Union vehicles or elsewhere (unless, in the case of alcohol only, with the agreement of line management for the purposes of approved Union functions)
- Store (for themselves or for others, and for any period of time) drugs or alcohol or other illegal substances on Union premises or vehicles, including in personal areas such as lockers and desk drawers.
- Attempt to sell or give drugs or alcohol to any other employee or other person on Union premises or vehicles.

3.5 Any employee in an unacceptable state and unfit to work will be informed by management that they are no longer required to carry out their work and will be sent home by the safest method. Disciplinary action may be taken.

3.6 Staff should report to management if they suspect that another staff member in the workplace is under the influence of drugs or alcohol.

4.0 Prescribed medication

4.1 Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

4.2 Managers may seek guidance from Occupational Health or more senior managers to support them with managing staff who make information of this nature known to them. They may also refer employees to Occupational Health for guidance and advice as required.

5.0 Dependency

- 5.1 Staff should talk to a manager if they suspect or know that another employee is abusing alcohol or drugs, or has a dependency. Staff have a duty of care to do this and they should feel supported to do.
- 5.2 Line managers should discuss with staff, without unreasonable delay, if their behaviour, performance or absence indicates a problem with substance misuse.
- 5.3 The Union encourages staff who have a substance dependency to seek professional help.
- 5.4 Any employee suffering from or who thinks they may be suffering from drug or alcohol dependency is asked to make this known to their line manager. The Union will treat the matter confidentially and will provide reasonable assistance and support to help them. This includes referral to specialist agencies and considering any absence for treatment or rehabilitation as we would any other sickness absence.
- 5.5 Failure to accept help or continue with prescribed treatment or rehabilitation will make the employee liable to normal disciplinary procedures as detailed our Disciplinary Policy. This includes sanctions up to and including dismissal where the circumstances warrant it.

Approved: Board of Trustees: March 2017

Review Date: March 2020