



## **Drug & Alcohol Policy Statement**

Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner. If we have strong grounds to believe that an employee is dependent on alcohol or drugs we may require that employee to attend an interview with a Occupational Health Doctor. The Occupational Health Doctor will then provide the us with a report on the employee's condition and advice regarding treatment strategy and his/her suitability to fulfil his/her responsibilities.

If it is shown that the working environment is contributing to a dependency problem, then we will take all reasonable actions to eliminate such problems.

We would hope that any member of staff who believes that a colleague has a drink or drug dependency problem will encourage him/her to seek professional help.

Someone whose dependency on drink or drugs has come to our attention through difficulties at work - will, in the first place, be encouraged to discuss his/her dependency problems and also, if appropriate, be advised to seek medical assistance.

We will regard anyone seeking help as having a health problem and will cooperate to enable appropriate help/treatment to be obtained.

We will treat all reasonable absences for advice and treatment for dependence on alcohol or drugs as sick leave, provided the person concerned regularly informs us of progress and genuinely attempts to overcome the dependency problem. The need for confidentiality will be respected.

If, because of an alcohol or drug dependency, a person's performance at work/behaviour is suffering and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment. Should help be refused or treatment unreasonably discontinued or, after a reasonable interval there is no improvement in behaviour and/or work performance remains poor, disciplinary procedures will be resumed or initiated. Such procedures may result in the termination of an individual's appointment.

An individual has the right to be accompanied/represented by his/her trade union representative or a colleague in discussions over alcohol or drug dependency.

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If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger himself/herself or others, prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation the employee's alcohol or drug dependency will be taken into account, but it will not necessarily free the person concerned from the consequences of his/her conduct.

In rare cases an employee who develops dependency on alcohol or drugs may become unsuited to his/her particular post. Special consideration will need to be given to the position of such employees and, wherever possible, a suitable alternative post sought.

An agreement to accept treatment for alcohol or drug dependency will not, in itself, be detrimental to a member of staff's general conditions of service.

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