This template has been provided the Scottish Council for Voluntary Organisations (SCVO).

Use of this model policy is entirely at your own risk. The policy should be adapted to suit your own organisational needs, and you should ensure if meets your own specific requirements. You should also check this policy is compliant with the law and your organisation’s governing document. No liability rests with SCVO.

For more information see our information on [using SCVO templates](https://scvo.scot/support/using-scvo-templates).

**Alcohol and drugs policy**

**Alcohol and drugs**

Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

The Organisation requires all employees to comply with the alcohol and drugs policy [OPTIONAL – AND THE TESTING POLICY/SEARCH POLICY]. Breaches of the policy will be taken very seriously and may be dealt with under the Organisation’s disciplinary procedure.

For the purpose of this policy, the term ‘drugs’ means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

**Policy**

The Organisation strongly discourages employees from drinking any alcohol or taking drugs prior to driving or reporting to work. Employees must not turn up for work under the influence of alcohol or drugs under any circumstances.

Employees must not drink alcohol or take drugs during working time. Working time is any time between when an employee reports for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

**Prescribed medication**

The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies. However, medication such as tranquillisers, sleeping pills, painkillers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If an employee is taking any medication, they should:

* check the possible side effects with their doctor or pharmacist and
* let their line manager know, in confidence, that they are taking medication and the possible side effects. Their line manager will, if necessary, make alternative arrangements for them.

**Assistance**

If an employee comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by the Organisation. If an employee thinks they have a problem and may be violating this policy as a result, the Organisation strongly encourages them to come forward and seek help. The Organisation will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If an employee volunteers information to the Organisation that they have an alcohol or drug problem they will be treated with dignity at all times.

Any discussions will be in the strictest of confidence.

The Organisation recognises that employees may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. The Organisation will make every effort to provide ongoing support to employees.

**Absence**

If employees are absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

**Formal procedures**

Whilst the Organisation will be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.

Criminal activity in the workplace involving drugs will, in every case, require the Organisation to alert the police.

**Document version control**

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| **Version number** | **Change or update** | **Author or owner** | **Date** |
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