

## SPTA Drug and Alcohol Policy

### Key points

- SPTA is committed to providing a safe and productive working environment and to promoting health, safety and well-being of its employees
- SPTA recognises the need to provide support for employees; however this will not preclude addressing the misuse of alcohol and/or drugs by employees where necessary. The use of non-prescribed drugs is not only dangerous but also illegal under criminal law
- The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises
- The Misuse of Drugs Act 1971 makes it an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the use of drugs on those premises. It is also an offence to aid or abet any of these offences
- Employees have a common law duty of care towards themselves and others in relation to the misuse of alcohol and/or drugs in the workplace
- Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse
- Employees should report any concerns they may have about a colleague to the Principal / Senior Leader but should do so with sensitivity and in a highly confidential manner. Employees should also consider that any signs may be associated with a medical condition which has not been disclosed to them (e.g. diabetes, multiple sclerosis)
- The consumption of alcohol can impair performance, result in inappropriate behaviour and can place both the individual and those around them in danger, as well as affect their health.
- No non-prescription drugs are allowed to be consumed on or brought onto SPTA premises, land or vehicles at any time by any person irrespective of their status in, or business with, SPTA
- The prohibition of non-prescription drugs extends to all activities carried out by employees whilst they are at work, including (but not restricted to) driving on SPTA business, when on call or standby duties, or when on trips, training or social events
- Unless formally approved by the Principal / Senior Leader or SPTA Director, employees must not consume alcohol during normal working hours, nor should employees be incapable of work through the consumption of alcohol
- Alcohol must not be consumed in any situation where, as a consequence, the safety of the individual, colleagues or visitors is put at risk.
- Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and/or drugs and they should report the matter immediately to the Principal / Senior Leader
- Employees will be held to be contributory negligent in the event that whilst on SPTA business they cause an accident or damages to anyone or anything, and the incident occurred due to their consumption of alcohol and/or drugs
- If an employee is diagnosed with an alcohol and/or drug related problem, SPTA will manage this in a supportive and sympathetic manner. Occupational Health will be consulted and relevant support and advice provided to the employee, including medical support and reasonable adjustments to their job role may also be considered
- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998
- If performance, attendance and/or behaviour is unacceptable, despite any support and assistance that can be offered, ultimately dismissal may be unavoidable

### Process overview

- Principal / Senior Leader meets with the employee offering the right to accompaniment
- Second opinion should be obtained in relation to assessing the employee
- Arrangements must be put in place for the employee to return home safely (i.e. not driving if they are under the influence)
- Support to be discussed with the employee where an alcohol/drug problem is disclosed
- Where relevant, disciplinary action to be taken in line with the SPTA Disciplinary Policy