

Drug and Alcohol Abuse Policy

Reviewed: JAN 2021

Reviewed by: J SINGH

Next review date: JAN 2022

Index

Introduction 2

Assistance for employees..... 2

Disciplinary Action 3

 Procedures 3

 Nature of the Procedures 3

 Situations where use of the Disciplinary Procedure is Appropriate 3

 Recognition of the existence of a possible alcohol or drug abuse problem. 3

 Diagnosing the existence of an alcohol or drug abuse problem. 4

 Confirmation that an alcohol or drug abuse problem exists and treatment arrangements 4

Useful contacts 4

 Alcohol Dependence 4

 Drug Dependence 5

Drugs and Alcohol Declaration 6

 Conduct 6

 Sobriety 6

 Drug abuse 6

Drug and Alcohol Abuse Policy

Introduction

NPCoaches recognises that alcohol and drug abuse related problems constitute major areas of health and social concern, especially in our industry. We also recognise that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. It is therefore Company policy that all employees and self-employed drivers or passenger assistants, hereafter referred to as “employees” may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. In this respect the workplace would also constitute a licensed motor vehicle for the purpose of carrying passengers.

We recognise that an employee with alcohol or drug abuse problems needs help and support from his/her employer. However we also understand that we have a responsibility to all our employees and other stakeholders to ensure any risks related to this are minimised. Accordingly, Company policy involves two approaches:

- Providing reasonable assistance to the employee with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

NPCoaches does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to assist an employee in obtaining such specialist help, and to protect his/her employment.

Assistance for employees

NPCoaches will, where possible and practical, provide the following assistance to an employee:

- Help them to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.
- Support during a period of treatment. This may include a period of sick, or approved other leave, transfer to other work, depending upon what is appropriate in terms of the employee's condition and needs of NPCoaches .
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.

NPCoaches assistance will depend on the following conditions being met:

- Medical diagnoses of an alcohol or drug dependency related problem.
- The employee recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

NPCoaches and its employees will recognise the following limits to the assistance they can provide:

- Where an employee fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.
- The employee's continuation in his/her post or an alternative post during or after treatment will depend on the requirements of NPCoaches at that time.

Disciplinary Action

In line with NPCoaches disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying duties under the influence of alcohol or drugs.
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied. Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the employee is willing to co-operate in referral to an appropriate service and subsequent treatment, NPCoaches will **suspend** application of the Disciplinary Procedure and provide assistance as described above. An employee who does not comply with the treatment suggested or continues to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

Procedures

Nature of the Procedures

The procedures define management responsibilities and provide guidelines on:

- Where assistance to an employee should be provided and the nature of and limits to such assistance.
- The application of the Company's Disciplinary Procedure.

This does not include directly providing treatment or specialist help which is the responsibility of GPs, hospitals and other agencies working in the field.

NPCoaches will assist staff referred in the following ways:

- Encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help
- Providing advice and direction regarding obtaining treatment and specialist help
- Assisting in continuing at or achieving a return to work.

Alcohol or drug abuse related problems can come to the notice of management through:

- Failures in work performance or behaviour necessitating use of the Disciplinary Procedure. In such situations the procedure described above should be followed.
- Other means, where a member of staff seeks or agrees to accept assistance on a voluntary basis. In such situations, the procedures described above should be followed.

Situations where use of the Disciplinary Procedure is Appropriate

Recognition of the existence of a possible alcohol or drug abuse problem.

Abuse of alcohol or drugs can affect performance and behaviour at work, either through serious misconduct at work, (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work), or where there is a falling off of standards of work performance or behaviour, and abuse of alcohol or drugs is a possible cause.

A Director will be responsible for responding to such situations, undertaking counselling or disciplinary investigations and interviews, supported as appropriate by the second Director. In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The Director is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor. Any requirements of the Disciplinary Procedure regarding allowing the employee representation will be observed.

Diagnosing the existence of an alcohol or drug abuse problem.

Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the employee accepts referral, the Director will advise the employee to make an appointment with their Doctor or an appropriate, recognised organisation, who will establish whether or not a diagnosis of alcoholism or drug dependence can be made.

Disciplinary action will be suspended until diagnostic advice is obtained. Where appropriate, suspension arrangements in the Disciplinary Procedure will be followed.

If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the employee rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justifies.

Confirmation that an alcohol or drug abuse problem exists and treatment arrangements.

If a positive diagnosis of an alcohol or drug abuse problem is made, and the employee agrees to co-operate in treatment, arrangements should commence and disciplinary action discontinued.

Should a diagnosis of alcoholism or drug dependence not be confirmed or the employee refuse to co-operate in treatment, disciplinary action should be continued.

Where medical certificates are submitted, sick leave should be given. Should the employee continue to be fit for work during the period of treatment, he/she should be permitted to continue in his/her post or alternative work unless such an arrangement would have an adverse effect on Company services. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged.

If a member of staff has been off work during the period of treatment, before returning to duty, he/she will be seen by the Director who will ascertain capability for continuation in his/her post based on information provided by the employee's Doctor and whether any special supervision or other arrangements are required. If the employee is not able to resume duty, employment may be terminated on the grounds of incapacity (ill health).

If an employee is again involved in disciplinary situations resulting from alcohol or drug abuse related problems, a second referral to their Doctor and suspension of the disciplinary procedure may be appropriate. If the Doctor advises positively on the possibilities of further treatment or help and the willingness of the employee to co-operate, the disciplinary procedure may be suspended again to permit treatment and help to be undertaken. This second referral will not apply if the further disciplinary problems involve serious misconduct. Third and subsequent referrals are not permissible.

Useful contacts

Alcohol Dependence

Drinkline

Helpline: 0800 917 8282

Drinkline runs a free, confidential helpline for people who are concerned about their own drinking, or someone else's.

NHS Choices Website

<http://www.nhs.uk/conditions/Alcohol-misuse/Pages/Introduction.aspx>

National Health Service advice page.

Drinkaware

<https://www.drinkaware.co.uk/>

Drinkaware works to reduce alcohol misuse and harm in the UK.

Addaction

<http://www.addaction.org.uk/default.asp>

Addaction is the UK's leading drug and alcohol charity, helping over 40,000 people a year to recover from their addiction problems.

Al-Anon

<http://www.al-anonuk.org.uk>

Provide support to anyone whose life is, or has been, affected by someone else's drinking, regardless of whether that person is still drinking or not.

Alcoholics Anonymous Great Britain

<http://www.alcoholics-anonymous.org.uk>

AA is an organisation of men and women who share their experience with each other hoping to solve their problems and help others to recover from alcoholism.

Drug Dependence

NHS Choices Website

<http://www.nhs.uk/Livewell/drugs/Pages/Drugtreatment.aspx>

National Health Service advice page.

Addaction

<http://www.addaction.org.uk/default.asp>

Addaction is the UK's leading drug and alcohol charity, helping over 40,000 people a year to recover from their addiction problems.

Talk to Frank

<http://www.talktofrank.com/>

National drugs awareness site for young people and parents/carers.

Narcotics Anonymous

<http://ukna.org/>

Helpline for the UK: 0300 999 1212

N.A. is a non-profit fellowship of recovering addicts who meet regularly to help each other stay clean. Membership is open to anyone with a drug problem seeking help, regardless of what drug or combination of drugs have been used, and irrespective of age, sex, religion, race, creed or class. The only requirement for membership is a desire to stop using drugs.

Drugs and Alcohol Declaration

This declaration states the standards expected for a driver's physical condition and makes it clear that alcohol and drug abuse in any form will not be tolerated.

Conduct

Drivers, (however they may be engaged), must at all times be civil and polite to customers, visitors, other staff and management, and are to be in a sober and coherent condition to undertake their duties at all times.

Sobriety

NPCoaches reserves and applies the right to demand that all drivers attend work in a suitably fit mental and physical condition, capable of carrying out their given duties in a safe and responsible manner. Any driver attending work that is or deemed to be still under the influence of drink or drugs will be dismissed from site immediately and subject to disciplinary action.

Drug abuse

It is not possible for NPCoaches to give an expert medical opinion on whether or not a driver may be suffering the effects of drugs or alcohol. Therefore, it must be accepted by the driver that the company will make an informed estimate of their condition based on physical actions and behaviours. If found to be "the worse for wear" either by alcohol or drug abuse they will be dismissed from site immediately and subject to disciplinary action.

A successful civil prosecution for driving or operating a vehicle while under the influence will lead to a financial penalty for drink or drug related offences. The driver would then face a vocational licence inquiry by the Traffic Commissioner and, if found to be of "ill repute" because of the severity of the offences and fines from the civil case, would almost certainly be penalised further by an additional penalty of suspension, curtailment or revocation of their vocational licence. The usual outcome of these cases is a minimum additional six month ban from driving. However, if the offences were of a more serious nature, the licence could be suspended for an indefinite period or even revoked completely.

To comply with UK/EU regulations and legislation, NPCoaches must be seen to be taking steps to ensure all drivers are aware of the law, its interpretations and consequences. This is why we ask all drivers to read this policy and declaration, and sign below to demonstrate understanding and acceptance of responsibilities, both legally and contractually.

By signing this document you are stating you have read and understood the company's policy with regard to the responsibilities involved in driving passenger vehicles, and are aware of and understand your legal responsibilities toward your physical condition whilst driving and working.

I have read this document, understand why I am being asked to sign, and agree to do so freely

Signed Print Name Dated
Driver

Signed Print Name Dated
NPCoaches