

## Drugs & Alcohol Policy

Southern Green has a legal duty to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees. Employees, and others working on behalf of Southern Green, are required to take reasonable care of themselves and others who could be affected by their actions. This policy is intended as guidance, and does not form part of the contract of employment and will be reviewed, and amended, as required.

The aim of this Drug & Alcohol Policy is to: -

1. Ensure the company complies with appropriate legislation, namely but not limited to the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.
2. Minimise the risks associated with alcohol and drugs in the workplace.
3. Have clear rules regarding alcohol and drugs in the workplace.
4. Encourage the early identification of employees who may be experiencing alcohol or drug problems.

The effects of taking, or being under the influence of, alcohol or illegal substances at work constitutes an unacceptable health and safety hazard both to the individual and others who may be affected by their actions. It is therefore against company rules (and stipulated within individual contracts) for any person to be working whilst under the influence of alcohol and/or illegal drugs or have possession of alcohol and/or illegal drugs. Employees who are taking prescription drugs should ensure they are aware of the side effects, and advise a Director immediately if any side effects may affect work performance or the health and safety of themselves or others. A breach of this policy/contract condition will be subject to disciplinary action.

To achieve these aims Southern Green will: -

1. Ensure the appropriate legislation is reviewed regularly and documented within our Compliance Register. Relevant information will be shared with all members of staff regularly.
2. Ensure that this policy is effectively communicated to all staff, visitors, and interested parties, and that it is published on our website.
3. Promote opportunities for staff to discuss concerns with senior management, or feedback any issues in both a formal, and informal manner via staff reviews, coffee breaks and ad-hoc supervision sessions.
4. Provide reasonable assistance and signposting to any member of staff with an alcohol or drug problem who is willing to co-operate in treatment, which may include modifications to work patterns or extended periods of leave.
5. Enforce disciplinary procedures where the use of alcohol or illegal drugs affects performance or behaviour at work.
6. All employees will be treated consistently and fairly, with all matters treated confidentially.

If any member of staff has concerns about their own, or a colleague's alcohol and/or illegal drug use, they should report this immediately to a Director, and encourage the colleague to seek professional help. Any such disclosures will be dealt with by Directors in a sensitive and confidential manner.

**Simon Green**  
Director



**Ros Southern**  
Director



**Liam Haggarty**  
Director



Sources of support:

<https://www.nhs.uk/live-well/alcohol-advice/alcohol-support/>

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

<https://ukna.org/>

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

<https://www.changegrowlive.org/recovery-partnership-gateshead>

<https://www.gateshead.gov.uk/article/3868/Alcohol-and-drugs>