

# **Healthwatch Cambridgeshire and Peterborough**

## **Alcohol and Drugs Policy**

Healthwatch Cambridgeshire and Peterborough has a duty to promote the health, safety and welfare of staff and volunteers and our priority is to provide a safe and effective work environment. We recognise that members of staff and volunteers may develop an alcohol or drug problem and we would attempt to deal constructively and sympathetically with such a problem. The aim of this policy is to promote a responsible attitude to drink and drugs and detail management action if any member of staff or volunteer is unable to perform their duties satisfactorily.

### **Alcohol and Drugs in the workplace**

- No illegal drugs may be brought into or consumed in Healthwatch Cambridgeshire and Peterborough offices at any time.
- Alcohol may only be brought onto the premises and consumed at a specific event with the express permission of the Chief Executive.
- No member of staff or employee shall drink alcohol or take drugs when driving a Healthwatch Cambridgeshire and Peterborough vehicle or their own vehicle on Healthwatch Cambridgeshire and Peterborough business.
- It is the responsibility of any staff taking prescribed medication to reassure themselves that they are able to work and drive safely. If in any doubt, staff should discuss with their line manager.

A breach of this policy is a disciplinary offence and will be dealt with under the disciplinary procedure. If the offence is considered to be serious enough, the offence will be deemed gross misconduct and result in immediate dismissal.

### **Alcohol and drug related misconduct**

Action will be taken under the disciplinary procedure if misconduct takes place at work as a result of drinking alcohol or taking illegal drugs, misusing prescription drugs, if an employee is found to be under the influence of alcohol or illegal drugs at work or if drugs are being bought or sold on Healthwatch Cambridgeshire and Peterborough premises. In these cases the offence is likely to be deemed to be gross misconduct and will result in immediate dismissal.

**Approved by Healthwatch Cambridgeshire and Peterborough Board of Directors**

Date: March 2019

**Responsible Officer**

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough