

# **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 offer assistance to any member of staff or volunteer who may need it.

### **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 at or during work, when driving a Healthwatch Cambridgeshire and Peterborough vehicle or their own vehicle on Healthwatch Cambridgeshire and Peterborough business.

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 sufficiently serious, the offence may be deemed gross misconduct and will 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 or at Healthwatch Cambridgeshire and Peterborough events. In these cases the offence is likely to be deemed to be gross misconduct and will result in immediate dismissal.

### **Support for employees**

The Healthwatch Cambridgeshire and Peterborough Health and Wellbeing Policy sets out the organisation's commitment to supporting the wellbeing of staff and volunteers. If you develop a problem with drugs and/or alcohol whilst working or volunteering for Healthwatch Cambridgeshire and Peterborough the organisation will support you with signposting to advice and support services. It is expected that staff and volunteers follow the standards set out in this policy and discuss any difficulties with their line manager or Volunteer Manager, or another appropriate manager.

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

Date: September 2021

For Review: September 2023

**Responsible Officer**

Chief Executive Officer of Healthwatch Cambridgeshire and Peterborough