

Hawkinge Town Council



Alcohol and Drugs Misuse Policy

Date of review -

Version	Purpose / change	Author	Date Adopted	Minute no
1	New issue	S Wills	11/05/2022	2362

Alcohol and Drugs Misuse

What this policy covers

The purpose of the policy is to set out the Council's position on drug or alcohol misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

Your responsibilities

- 1.1 You must not be under the influence of drugs or alcohol when you report for work or during working time.
- 1.2 The Chairman can remove any Councillor or member of staff believed to be under the influence of drugs and/or alcohol in the chamber or at remote meetings.
- 1.3 If you are taking medication or herbal remedies that may affect your work performance, or the safety, of yourself or others, you must inform the Chairman as soon as possible of which medication you are taking and the possible side effects.
- 1.4 To provide support for employees with alcohol or drug problems.
- 1.5 If you have or believe you may have, an alcohol or drug problem, you should inform the Chairman and seek medical advice before it affects your performance or conduct at work. If you come forward and seek help for an alcohol or drug problem, you will be treated sympathetically, and any discussions will remain confidential.
- 1.6 The Council will treat any absence due to drug or/and alcohol abuse in the same way as sickness absence on condition that you have obtained professional help and/or are receiving treatment. However, you must not be under the influence of alcohol or drugs at work throughout this time of support.
- 1.7 The use, possession, storage, transportation, promotion and/or sale of illegal drugs are forbidden in any situation connected to the Council. The Council reserves the right to involve the relevant authorities, if it is deemed appropriate.
- 1.8 You are also expected to comply with any third-party site rules, policies and procedures.

Procedure

- 2.1 The Council will take all reasonable steps to prevent employees, agency workers and contractors carrying out work-related activities if they are considered to be unfit or unsafe to undertake the work because of drug or alcohol consumption.
- 2.2 If you are suspected to be under the influence of alcohol or drugs during working hours or on Council premises, the Council reserves the right to send you home. If the Council has reasonable grounds to believe that you were under the influence of drugs and/or alcohol at work it will be viewed as a gross misconduct offence and dealt with under the Council's Disciplinary Procedure, which could result in dismissal without notice.