

ALCOHOL, DRUG AND SOLVENT ABUSE

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ALCOHOL, DRUG AND SOLVENT ABUSE

1.0 POLICY

The Galleon Centre recognises the potential dangers of alcohol, drug and solvent abuse, known as substance abuse, to both the individual and the Galleon Centre.

The Galleon Centre aims to prevent where possible, alcohol, drug and solvent abuse amongst employees and to detect at an early stage employees with problems.

The Galleon Centre, whenever possible, will offer assistance such as counselling or leave of absence from work if required for treatment. There may be, however, some instances when this offer may not be appropriate and Managers must assess each case individually.

2.0 RULES

2.1 No alcohol or drugs must be brought onto or consumed on The Galleon Centre premises at any time or whilst attending any training courses, whether internal or external. Staff must never drink alcohol or take drugs if they are required to drive private or Galleon Centre vehicles on Galleon Centre business. Staff must also not drink alcohol or take drugs when they are on operational standby or on call.

Employees representing the Galleon Centre at business/client functions or conferences or attending Galleon Centre organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Social drinking after normal working hours and away from the Galleon Centre premises is, of course, generally a personal matter and does not directly concern the Galleon Centre. The Galleon Centre's concern only arises when, because of the pattern or amount of drink involved, the employee's attendance, work performance or conduct at work deteriorates.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Galleon Centre's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

2.2 Employees must not report for work under the influence of prohibited substances.

2.3 Employees must not consume alcohol in the office or on site.

3.0 DEFINITIONS

- 3.1** “Under the influence” means that there is a sufficient amount of the substance in the employee’s system to produce a positive result from a medical test or breathalyser unit and/or that the employee shows erratic abnormal behaviour likely to pose a risk to others or to interfere with their job performance.
- 3.2** Substance includes the use of illegal drugs, misuse of legal drugs or other substances such as solvents or alcohol.
- 3.3** Galleon Centre premises means all property owned, operated, leased by or otherwise under control, in whole or part of the Galleon Centre.

4.0 ESTABLISHING THE PROBLEM

Managers should be aware that the misuse of drugs, alcohol or solvents by employees may come to light in various ways. The following characteristics, especially when arising in combinations, may indicate the presence of a substance problem.

4.1 ABSENTEEISM

- Instances of unauthorised leave
- Frequent Friday and/or Monday absences
- Leaving work early
- Lateness (especially when returning from work)
- Excessive level of sickness absence
- Strange and increasingly suspicious reasons for absence
- Unusually high level of sickness for colds, flu, stomach upsets
- Unscheduled short-term absences, with or without explanation.

4.2 HIGH ACCIDENT LEVEL

- At work
- Elsewhere, e.g. driving, at home.

4.3 WORK PERFORMANCE

- Difficulty in concentration
- Work requires increased effort
- Individual tasks take more time
- Problems with remembering instructions or own mistakes.

4.4 MOOD SWINGS

- Irritability
- Depression
- General Confusion

4.5 MISCONDUCT

An employee's substance problem may come to light as a mitigating factor in a disciplinary interview. It may be treated as a mitigating factor for certain "less serious" disciplinary offences, such as poor timekeeping or lateness, provided the person is prepared to undergo treatment.

4.6 SELF-REFERAL

In some instances, employees may come forward voluntarily and seek help themselves.

5.0 MANAGER'S RESPONSIBILITY

Supervisors or Duty Manager who suspect one of their employees of having a substance abuse problem must discuss the matter with the relevant Operations/Deputy General Manager before approaching the employee with their concern.

The Supervisor/Duty Manager will then discuss the matter with the employee and try to establish the cause of the problem (although it must be pointed out that the individuals with drugs or alcohol problem will often go to great lengths to conceal the situation).

The employee should be reminded or informed of the assistance the Galleon Centre is prepared to give employees who are trying to overcome an alcohol or drugs problem and should be informed of outside agencies where help can be obtained.

The employee should be informed that the Galleon requires his or her performance to be improved to an acceptable standard and that failure to achieve this will result in dismissal. The Supervisor/Duty Manager (having consulted with the Operations or Deputy General Manager) should agree with the employee what follow-up action is to be taken. Where it is established that alcohol or drugs is or could be the problem, an appointment should be arranged with a doctor appointed by the Galleon Centre.

If the employee denies that either alcohol or drugs are the cause of the problem (whether believed or not), he or she should be treated as for any other disciplinary/capability problem, whichever is judged as appropriate by the Supervisor/Duty Manager and Operations or Deputy General Manager.

However, if there are strong signs that the employee's unsatisfactory performance is drug or alcohol-related and he or she will not admit or acknowledge this, further encouragement should be given at all stages of the disciplinary/capability procedure to face up to the true underlying problem.

6.0 TREATMENT AND ASSISTANCE

Where employees acknowledge that they have a problem and are given help and treatment, this will be on the understanding that:

- The Galleon Centre will give employees, assessed as having a substance abuse problem, all reasonable time off in accordance with the Galleon Centres Absence Policy.
- Every effort should be made to ensure that on completion of the recovery programme employees are able to return to the same or equivalent work.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee's recovery, the appropriate Operations or Deputy General Manager will review the full circumstances surrounding the case and agree a course of action to be taken. This may include the offer of suitable alternative employment, or the consideration of retirement on the grounds of ill health or dismissal. (Before a decision on dismissal is made, it should be discussed with the employee and an up-to-date medical opinion obtained.)

6.1 RELAPSE

Where an employee, having received treatment, suffers a relapse, the Galleon Centre will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for a full recovery. At the Galleon Centre's entire discretion, more treatment or rehabilitation time may be given in order to help the employee to recover fully.

6.2 RECOVERY UNLIKELY

If, after the employee has received treatment, recovery seems unlikely, the Galleon Centre may be unable to wait for the employee any longer. In such cases, dismissal may result but in most cases a clear warning will be given to the employee beforehand and a full medical investigation will have been undertaken.

7.0 DRUG SCREENING PROGRAMME

7.1 PROCEDURE

Employees may be required to submit to a test to check for the presence of drugs or alcohol under the following circumstances:

- following an accident or incident on the Galleon Centre or client premises, at a worksite or involving a Galleon Centre vehicle;
- following the discovery of a prohibited substance on the Galleon

Centre's premises;

- Where there is reason to suspect that the employee may be under the influence of a prohibited substance;
- Where it is suspected there has been a breach of the policy, e.g. high individual accident experience, excessive absenteeism, observed erratic behaviour and/or deteriorating job performance.

7.2 REFUSAL TO TAKE A DRUGS TEST

If the employee refuses to take a drugs test the employee will be subject to action under the Galleon Centre's disciplinary procedure up to and including dismissal.

7.3 RELEASE OF TEST RESULTS

It is a condition of employment that all employees agree to the release of the results of screening for prohibited substances as required.

7.4 RIGHT OF SEARCH

The Galleon Centre reserves the right to search the person, his/her possessions and or immediate work area of any employee or third party personnel who work, visit or perform services on the Galleon Centres premises.

8.0 SERIOUS MISCONDUCT CAUSED BY ALCOHOL, DRUGS OR SOLVENTS

8.1 INTOXICATED EMPLOYEES

If an employee is known to be, or is strongly suspected of being, intoxicated by alcohol, drugs or solvents during working hours, arrangements will be made for the employee to be escorted from the Galleon Centre's premises immediately. The Galleon Centre will consult a doctor of its choice regarding the incident. Disciplinary action will take place when the employee has had time to become sober.

8.2 CONSUMPTION OF ALCOHOL ON THE PREMISES

Employees are expressly forbidden to consume alcohol at work or to bring it onto the Galleon Centres premises under any circumstances. Any breach of this rule will result in disciplinary action being taken which is likely to result in summary dismissal.

8.3 DRUG ABUSE ON THE PREMISES

Employees who take drugs, which have not been medically prescribed to them on medical grounds, will, in the absence of any mitigating circumstances, be deemed to be committing an act of gross

misconduct and will thus render themselves likely to be summarily dismissed, as will any employee believed to be buying or selling drugs, or unlawfully in possession of drugs.

9.0 EDUCATION AND TRAINING

The Galleon Centre will provide training for appropriate staff in recognising and responding to the early stages of alcohol or drug problems amongst employees. The Galleon Centre will provide health educational initiatives to raise awareness of the policy and risks associated.