



Waltham Pre-School

Alcohol and Drug Abuse

Policy Statement

The following document sets out the policy of the Company on alcohol and drug use. It is important that every employee is aware of his or her obligations under this policy, and any queries should be addressed to the Management team.

Alcohol Abuse Policy

- The Company's policy is to forbid the consumption of alcohol on the Company's premises.
- If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises, that employee will face disciplinary action on the grounds of gross misconduct under the Company's Discipline Procedure.
- The Company has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst employees who have safety critical roles, specifically all Waltham Pre-School employees.
- Applicants (internal as well as external) for jobs which are safety critical, specifically practitioners may be requested to undergo a medical examination conducted by the Company's medical advisor which will seek to determine whether the applicant has an alcohol abuse problem or has taken a controlled drug.
- If an applicant refuses to give consent to such an examination or refuses to undergo the screening the Company has the right to reject his/her application and/or immediately withdraw any offer of employment made.

Drug Abuse Policy

- The Company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the Company's premises.
- An employee who is prescribed drugs by their doctor which may affect their ability to perform their duties should discuss the problem immediately with their Manager.
- Where it is suspected that a breach of the prohibition on substances has taken place, or if it is suspected that an employee's work performance or conduct has been impaired through substance abuse and the employee is employed in a job where there is a risk to the health and safety of the employee and/or others, or it is a safety critical activity, specifically practitioners the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.
- Where any employee at such a request refuses to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's Disciplinary Procedure.
- The Company reserves the right to search an employee or any of an employee's property held on the Company's premises at any time if the Company has reasonable grounds to believe that the prohibition on substances is being or has been infringed. The search will be carried out in accordance with the Company's Search Procedure.
- If an employee refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.
- The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.