

Sunbeams Play

6.3 ALCOHOL POLICY

Policy

Alcohol misuse has a detrimental effect on health, adversely influences work performance and staff relationships and can result in reduced efficiency and increased sickness absence.

As an organisation Sunbeams Play has a duty of care towards, and are concerned about, the health and welfare of all staff. It is our policy therefore to:

- * Promote a responsible attitude to the consumption of alcohol amongst employees.
- * Offer assistance to those employees who require it.
- * Treat alcoholism as a health problem and arrange for employees to seek professional assistance.

Sunbeams Play will treat any absence due to alcoholism in the same way as sickness absence, on condition that the employee obtains professional treatment and maintains such.

Sunbeams Play will treat all discussions involving staff experiencing alcohol problems in strict confidence.

- If inadequate work performance or unacceptable behaviour, including poor staff relationships, occur or persist, the matter will be dealt with under the Disciplinary Procedure.
- Careful consideration will be given to those who have acknowledged existence of an alcohol problem and/or have agreed to obtain medical help.
- However, any incident that amounts to gross misconduct will be considered as a dismissible offence.
- If any employee fails to complete the prescribed course of treatment, or has a relapse following the treatment, the matter will again be dealt with under the Disciplinary procedure.

This policy was adopted at a meeting of _____ name of setting

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)
