



A world in which Autism is celebrated.

Registered Charity No. 1152188

47. Drug and 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 and taking of drugs amongst employees.
- Offer assistance to those employees who require it.
- Treat alcoholism and drug use as a health problem and arrange for employees to seek professional assistance.

Sunbeams Play will treat any absence due to alcoholism /drug addiction 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/drug related 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/drug 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.

Legislation

- **Health and Safety at Work Act 1974** - section 2 places a duty on an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of their employees.
- **Management of Health and Safety at Work Regulations 1999** - places a duty on an employer to assess the risks to the health and safety of employees. This means an employer can be prosecuted if they knowingly allow an employee to continue working while under the influence of alcohol or drugs and their behaviour places the employee themselves or others at risk.
- **Misuse of Drugs Act 1971** - makes it an offence for someone to knowingly permit the production, supply or use of controlled drugs on their premises except in specified circumstances (for example drugs prescribed by a doctor).

This policy was adopted on

20th April 2015

Policy updated

May 2025

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory: Susan Carr

Role of Signatory: Manager

Reviewed By	Date
Sue Carr	24/05/2024
Sue Carr	20/05/2025
Sue Carr	28/04/2026