

Alcohol & Drugs in the Workplace Policy

Standards for employees, workers, contractors and visitors

Policy owner	Eleanor McInerney, Compliance and Candidate Lead
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1. Purpose and commitment

Certus Education is committed to maintaining a safe, professional and reliable working environment. Everyone working for, engaged by, or providing services to Certus Education is expected to be fit to perform their duties safely and effectively and to remain so throughout working hours.

2. Fitness for work

Individuals must not attend work, commence an assignment or continue working when affected by alcohol, illegal drugs, or any other non-prescribed substance in a way that could impair judgement, conduct, performance or safety.

- Any prescribed or over-the-counter medication that may affect safe performance should be disclosed confidentially to an appropriate Certus Education manager so that reasonable steps can be considered.
- Where a worker's fitness appears to be affected, Certus Education may prevent the person from starting or continuing an assignment while the circumstances are investigated.
- Where necessary, Certus Education may seek appropriate medical advice or request a medical assessment, subject to applicable legal requirements and appropriate consent.

3. Investigation and management action

An apparent breach will be investigated fairly and proportionately. The individual will have an opportunity to provide an explanation before any disciplinary or contractual decision is made.

- Employees may be managed under the applicable disciplinary procedure; serious cases may constitute gross misconduct.
- Workers supplied to clients may be removed from an assignment immediately where safety, safeguarding or service standards require it.
- Any action will take account of the circumstances, evidence available, the individual's role and any relevant medical or safeguarding considerations.
- Where an individual is experiencing dependency or substance-related difficulties, Certus Education will encourage appropriate support and may consider reasonable time away from work in accordance with the circumstances and applicable procedures.

4. Possession, supply and suspected criminal activity

Alcohol or illegal drugs must not be brought onto Certus Education premises or a client workplace where prohibited. Where there are reasonable grounds to suspect possession, Certus Education may take proportionate steps to protect people and property, including requesting cooperation with an appropriate investigation.

- Possession of illegal substances, or conduct involving the supply, sale, purchase or distribution of illegal drugs, will be treated as a serious matter.
- Where there is a reasonable basis to believe that a criminal offence has occurred, Certus Education may notify the appropriate authorities.
- Any workplace search or inspection will be carried out only where lawful, proportionate and permitted by the relevant terms, procedures or site rules.

5. Reporting concerns

Everyone working with Certus Education has a responsibility to raise genuine concerns where they reasonably believe that another person may be working while impaired or may be breaching this policy. Reports will be handled sensitively and, where appropriate, confidentially.

Document control

Item	Detail
Policy date	1 May 2026
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