



Alcohol and Drugs – Staff Policy

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	1.15 Alcohol and Drugs - Staff Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

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1. Alcohol and Drugs Policy – Staff:

Alcohol and drug misuse or abuse can be a serious problem within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. The company has a duty to protect the health, safety, and welfare of all its employees. However, the company recognises that, for several reasons, employees could develop alcohol or drug related problems. In relation to drugs, these rules apply to those that are unlawful under the criminal law and not to prescribed medication. These rules aim to promote a responsible attitude to drink and drugs and to offer assistance to employees who may need it.

HND Children's Care Ltd expect all company employees to behave professionally and appropriately at all times when in their place of work, or when undertaking work related business.

2. Advice and Counselling:

It is HND Children's Care Ltd intention to deal constructively and sympathetically with an employee's alcohol or drug related problems, such as alcohol or drug dependency. When it is known that an employee has an alcohol or drug problem, their manager, will be able to provide advice and guidance on how to seek suitable support from specialist services. The primary objective of any discussions will be to assist the employee to access support and to ensure that children and colleagues are not put at risk. Any discussions regarding an



employee's alcohol or drug problem and the record of any treatment will be strictly confidential unless the employee agrees otherwise. Employees that have an alcohol or drug problem, should seek appropriate help. If an alcohol or drug problem affects an individual's conduct or performance at work and they refuse the opportunity to receive help, the matter will be referred for action under the Company's *'Disciplinary Policy'* as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, an employee's conduct or work performance does not meet the required standard, the matter may also be addressed through the most appropriate *'Disciplinary Policy'*.

3. Prohibition on Alcohol and Drug Consumption in the Workplace:

No alcohol or drugs must be brought onto or consumed on company premises at any time. Staff must never drink alcohol or take drugs if they are required to drive private or company vehicles on private or company business insurance, whilst undertaking work duties. Staff must also not drink alcohol or take drugs when they are on operational standby or on call.

Employees representing the company at business / client functions or conferences or attending company 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.

Social drinking after normal working hours and away from the company's premises is, of course, generally a personal matter and does not directly concern the company. The company'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 company'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.

4. Alcohol and Drug Related Misconduct:

Whilst these rules are aimed at assisting employees whom maybe alcohol or drug dependant, action will nevertheless be taken under the company's *'Disciplinary Policy'* if misconduct takes place at work as a result of drinking or taking drugs, or if an employee is found to be under the influence of alcohol or drugs whilst at work. Even a small amount of alcohol or drugs can affect work performance and, if an employee is found under the influence of alcohol or drugs whilst at work, there could be serious health and safety consequences.

Incapacity or misconduct caused by an excess of alcohol or drugs at work is a potential gross misconduct offence under the company's *'Disciplinary Policy'* and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying or selling drugs or in possession of or taking drugs on the company's premises. The company reserves the right in any of these circumstances to arrange for the employee to be



ejected from the company's premises immediately and sent home.

5. Alcohol and Drug Testing:

On the grounds of health and safety, and where necessary to achieve a legitimate business aim, HND Children's Care Ltd reserves the right to carry out random alcohol and drug screening tests on employees in the workplace. If an employee receives a positive test result, this may be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the company's '*Disciplinary Policy*'. Unreasonable refusal to submit to an alcohol or drug-screening test may be deemed as a breach of contract.

End.