



Turtle Dove Cambridge Community Interest Company

Drugs and Alcohol Policy

Reviewed: May 2025

Review due: May 2026

Purpose

Turtle Dove Cambridge (TDC) is committed to providing a safe, healthy and productive working environment for all our staff, volunteers, clients and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

All staff are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage TDC's reputation and how we serve our community.

We will not accept staff arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

Scope

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety. You will be deemed to be under the influence of alcohol or drugs where that is the reasonable opinion of a manager.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.

The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:

- All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems;
- Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.



Responsibility for implementation of the policy

Managers have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

Where a manager considers that a deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance the Board of Directors.

When a member of staff arrives at work and a manager reasonably believes that they are under the influence of alcohol or drugs, they shall immediately contact the Managing Director in order that the member of staff can be provided with assistance and an investigation can be undertaken.

If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their manager or the Managing Director. If they will not seek help themselves, you should draw the matter to the attention of your manager. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

Alcohol and drugs at work

We expect you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on our reputation. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

Managers should act to prevent excessive consumption of alcohol by any member of staff and should take steps to deal with any unacceptable conduct that occurs at such functions. Any such behaviour may lead to action under our Disciplinary Procedure.

We expect all our staff to comply with the drink-driving legislation at all times. Our reputation will be damaged if you are convicted of a drink-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for us may lead to action under our Disciplinary Procedure and could result in dismissal.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so, you must tell your line manager without delay.

Searches

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address which are on our premises.

Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the Disciplinary Procedure.

Management of suspected substance misuse

If your manager has reason to believe that you are suffering the effects of alcohol or drug misuse, for example, due to a deterioration in your work or behaviour, they will invite you to an investigatory interview. The purpose of the interview is to:

- discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance and/or behaviour;
- and where appropriate, offer to refer you for medical and/or specialist advice.

If, as the result of the interview, your manager continues to believe that you are suffering the effects of alcohol or drug misuse and you refuse an offer of referral to a medical professional, the matter may be dealt with under our Disciplinary Procedure.

If you agree to be referred to a medical professional, your manager will support your request for an urgent appointment and prepare a letter of referral if needed, a copy of which will be provided to you.

Providing support

Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health issues. Support will be provided where possible with a view to supporting a full recovery, allowing a return to work and the full range of your duties. This may include:

- referral to appropriate treatment providers, where necessary in conjunction with your GP;
- time off work to attend treatment as recommended by your GP and recognition of any periods of absence for treatment as periods of sickness absence;
- adjusting your duties or other support as recommended by your GP or specialist during treatment and for an agreed period thereafter, subject to operational requirements and feasibility;



If you do not finish a programme of treatment (either because the treatment provider ceases to support you or because you stop attending) or your recovery and return to work does not happen as anticipated at the outset of a course of treatment, your manager will meet with you to decide what further action should be taken.

Confidentiality

We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately by managers and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

Performance and disciplinary issues

If, having acknowledged an alcohol or drug-related problem, you undertake treatment and/or rehabilitation, we may decide to suspend any ongoing action against you for related misconduct or poor performance, pending the outcome of the treatment.

Our intention is to support all staff with alcohol or drug-related problems to regain good health. Depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or continued.