



Prince's Trust

DRUGS AND ALCOHOL POLICY

This is a Prince's Trust staff policy.

This must be adhered to by staff and volunteers including Young Ambassadors

Author	Director of Human Resources
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Version	{1}

Summary of changes since previous version

This is a new policy

Purpose

The Prince's Trust is committed to ensuring the health, safety and welfare of its employees and volunteers and those affected by its activities. The Trust will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or drugs.

Who the policy applies to

This policy applies to all employees and volunteers including Young Ambassadors¹.

Why we have this policy

This policy outlines The Trust's policy on alcohol and drugs and the potential disciplinary consequences of unacceptable behaviour.

Details

The Trust prohibits the drinking of alcohol by employees, volunteers and Young Ambassadors in the workplace or on Trust business other than reasonable drinking of alcohol by those over 18 years old in connection with approved social functions. The Trust regards drinking to an 'unreasonable level' as any of the following situations:

- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress, offence or harm to others or themselves (see also 'Social functions' overleaf).
- The individual continues to drink when instructed to stop by a manager.

The Trust expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illegal substance. If any such incidents take place on Trust premises, in Trust vehicles, at a Trust function or whilst undertaking Trust business, they will be regarded as serious, will be investigated by the Trust, and may lead to disciplinary action and possible reporting to the Police.

The Trust will take all reasonable steps to prevent employees, volunteers and Young Ambassadors carrying out Trust-related activities if they are considered to be unfit or unsafe to undertake the activity as a result of alcohol or drug consumption.

Breaches of the policy

No employee, volunteer or Young Ambassador shall, in connection with any Trust-related activity:

¹ NB: Young Ambassadors come under the remit of this policy and that of the Drugs and Alcohol policy for working with young people on programmes, reflecting the fact they are still our clients with staff responsible for their wellbeing. Both policies have complementary mandates. See below for further information.

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol whilst on duty, unless:
 - in the case of alcohol, with the agreement of line management for the purposes of official entertaining;
 - in the case of drugs prescribed for the individual or over the counter drugs, they are used in accordance with instructions from the pharmacist or manufacturer
- store illegal drugs or any alcohol in personal areas such as lockers and desk drawers [unless, with the agreement of line management, alcohol for the purposes of official entertaining];
- attempt to sell or give drugs to any other employee or other person on Trust premises, in Trust vehicles, at a Trust function or whilst undertaking Trust business.

N.B If a Young Ambassador breaches the policy the actions to take are outlined in the separate Drugs and Alcohol policy for working with young people on programmes (found on Trustnet: Strategy & Policy/young people). This reflects the fact they are still Trust clients and potentially vulnerable young people and staff are responsible for their wellbeing whilst in their roles.

Responsibility to inform

Employees, volunteers and Young Ambassadors must inform their line manager of any prescribed or over the counter medication that may have an effect on their ability to carry out their activities safely, and must follow any instructions subsequently given. If they are taking prescribed or over the counter drugs that cause drowsiness they should seek advice and/or instructions from their manager as it is possible that they should not be used whilst at work.

Any employee or volunteer suffering from drug or alcohol dependency should declare such dependency in confidence, and The Trust will provide reasonable assistance and maintain confidentiality, as well as treating absences for treatment and/or rehabilitation as any other sickness absence. However, failure to accept help or continue with treatment will render the individual liable to the normal absence management procedures and consequences.

Under Health and Safety legislation all employees have a duty to take reasonable care of their own health and safety and that of their colleagues, and to raise with their manager any health and safety issues or concerns. Any employee or volunteer who has concerns about possible alcohol or drug abuse by a work colleague must report their concerns to their own line manager and should not knowingly hold back or cover up such concerns.

Social functions

Although it is unreasonable to expect employees, volunteers and Young Ambassadors aged 18 or over at a social function, including an office party, to remain completely sober, alcohol should be consumed in moderation and all should behave in an appropriate, mature and responsible manner. Failure to do so could result in disciplinary action, including possible summary dismissal (for an employee), or standing down (if a volunteer or Young Ambassador), if the offence is one of gross misconduct. Unacceptable behaviour that would constitute gross misconduct would include excessive drunkenness, the use of illegal drugs, unlawful or inappropriate harassment, violence, serious verbal abuse, or assault of either another employee or a third party such as a guest or a member of the waiting or bar staff.

All Prince's Trust policies are reviewed annually in April. Comments related to the maintenance of this policy should be sent to the Human Resources Team at Park Square East