

## **Substance Abuse Policy**

### **1. Introduction**

- 1.1 Bristol Together CIC is committed to providing a safe, healthy, and productive work environment. The misuse of drugs or alcohol can impair the health, safety, and performance of employees, and it is important to address these issues proactively. This Substance Abuse Policy outlines our commitment to preventing substance abuse and provides guidelines for managing related issues in the workplace.

### **2. Purpose**

- 2.1 Promote a safe and healthy work environment.
- 2.2 Prevent the misuse of drugs and alcohol among employees.
- 2.3 Provide support and assistance to employees struggling with substance abuse.
- 2.4 Outline the procedures for addressing substance abuse issues in the workplace.

### **3. Scope**

- 3.1 This policy applies to all employees, contractors, and other individuals representing Bristol Together CIC.

### **4. Policy Statement**

- 4.1 Bristol Together CIC strictly prohibits the use, possession, distribution, or sale of illegal drugs or alcohol in the workplace, during working hours, or while representing the company. Employees are expected to perform their duties free from the influence of any substances that could impair their performance or safety.

### **5. Responsibilities**

#### **5.1 Management:**

- 5.11 Promote awareness of the Substance Abuse Policy.
- 5.12 Provide training and resources on substance abuse prevention.
- 5.13 Support employees seeking help for substance abuse issues.
- 5.14 Enforce the policy consistently and fairly.

#### **5.2 Employees:**

- 5.21 Comply with the Substance Abuse Policy.



5.22 Report to work fit for duty and free from the influence of drugs or alcohol.

5.23 Seek help if struggling with substance abuse issues.

5.24 Report any violations of the policy to a supervisor.

## **6. Prohibited Conduct**

6.1 Use, possession, distribution, or sale of illegal drugs or alcohol on company premises or during work hours.

6.2 Reporting to work under the influence of drugs or alcohol.

6.3 Misuse of prescription medications or over-the-counter drugs that impair job performance or safety.

## **7. Testing and Searches**

7.1 Drug and Alcohol Testing:

7.11 Employees may be required to undergo drug and alcohol testing under the following circumstances:

7.12 Pre-employment screening.

7.13 Reasonable suspicion of substance abuse.

7.14 Post-accident or incident testing.

7.15 Random testing, where permitted by law.

7.2 Searches:

7.21 The company reserves the right to conduct searches of company property, including lockers, desks, and vehicles, if there is reasonable suspicion of substance abuse.

## **8. Support and Rehabilitation**

8.1 Bristol Together CIC encourages employees struggling with substance abuse to seek help.

8.2 Employees may request leave for treatment or rehabilitation under the company's leave policies.



## **9. Disciplinary Actions**

- 9.1 Violations of the Substance Abuse Policy will result in disciplinary action, up to and including termination.
- 9.2 The severity of the disciplinary action will depend on the nature of the violation and any mitigating circumstances.

## **10. Confidentiality**

- 10.1 All information related to substance abuse issues will be treated as confidential.
- 10.2 Access to such information will be limited to individuals who need to know to perform their job duties.

## **11. Procedures**

- 11.1 Reporting Suspected Substance Abuse
  - 11.11 Employees who suspect a colleague is violating the Substance Abuse Policy should report their concerns to a supervisor.
  - 11.12 Reports will be investigated promptly and confidentially.
- 11.2 Addressing Violations
  - 11.21 If an employee is found to be in violation of the policy, they will be subject to disciplinary action.
  - 11.22 The employee may be referred to support services or required to participate in a rehabilitation program as a condition of continued employment.

## **12. Review**

- 12.1 This Substance Abuse Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with legal requirements.



Paul Morgan, Managing Director

Bristol Together CIC

For any questions or concerns related to this Substance Abuse Policy, please contact Paul Morgan at [paulmorgan@bristoltogether.co.uk](mailto:paulmorgan@bristoltogether.co.uk).

<b>Review Cycle:</b>	<b>Date of Review:</b>	<b>Reviewed by:</b>	<b>Next Date of Review:</b>
Annual	01/08/2024	Paul Morgan – Managing Director	01/08/2025