



# ROSE

Policy & Standard Operating Procedures

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**Alcohol & Substance Abuse Policy**

Rose Partners Limited

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## **POLICY STATEMENT**

*Being under the influence of alcohol or drugs can seriously impair an individual's judgement and performance and lead to an increased risk of accidents and injuries occurring. If associated with Rose Partners, this can lead to reputational damage.*

*Rose Partners is committed to ensuring the health, safety and welfare of its employees and contractors. We are committed to take all reasonable steps to reduce as much as possible the consequences of individuals suffering from the effects of alcohol or substance abuse whilst at work.*

*This policy is designed to comply with relevant legislation, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Misuse of Drugs Act 1971.*

## 1. ABOUT THIS POLICY

This policy sets out Rose Partners' position on alcohol and substance abuse in the workplace. The objectives of this policy are:

- To ensure that Rose Partners complies with appropriate legislation.
- To minimize the risk associated with alcohol and substance abuse in the workplace.
- To have clear rules regarding alcohol and substance use in the workplace.

## 2. LEGAL

The *Health and Safety at Work Act 1974* requires employers to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.

The *Management of Health and Safety at Work Regulations 1999* requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.

The *Misuse of Drugs Act (1971)* is the main legislation covering drugs and categorises them as classes A, B and C. It is illegal for anyone, whether at work or not, to produce, supply or be in possession of illegal drugs.

## 3. POLICY RULES

Rose Partners has clear expectations regarding alcohol and substance abuse at their worksites, these include;

- Rose Partners requires all personnel to report for work free from the effects of alcohol and substance abuse.
- Personnel are expected to report those Rose Partners personnel who have consumed drugs or alcohol that render them unfit and/or unsafe for work. This includes being incapable of attending work or of working to the required standard because of heavy drinking the night before (a "hangover");
- It is prohibited to consume or be under the influence of alcohol or non-prescription drugs whilst at work unless, in the case of alcohol, consuming moderate amounts consistent with this policy;
- It is prohibited to store non-prescription drugs or alcohol (except in accordance with this policy) in the workplace, or
- It is prohibited to give or attempt to give or provide prescription or illicit drugs to anyone connected with Rose Partners.

Incapacity or misconduct at work caused by an excess of alcohol or drugs is potentially a gross misconduct offence under Rose Partners Disciplinary Policy and personnel may be dismissed. This also applies to any personnel believed to be buying or selling alcohol or drugs or in possession of alcohol (other than in conformance with this policy) or non-prescription drugs on Rose Partners' premises.

## **4. RESPONSIBILITIES**

### **4.1 Rose Partners Board and CEO**

The Board is ultimately responsible for this policy.

The CEO has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness and dealing with any queries about it.

### **4.2 Managers**

Managers at all levels are responsible for ensuring that personnel who report to them and/or for whom they are responsible are aware of this policy and for demonstrating leadership by complying diligently with this policy.

### **4.3 Employees and Contractors**

All personnel are required to comply with the letter and spirit of this policy at all times.

This policy does not form part of your employment contract or services contract, and may be amended at any time.

## **5. ALCOHOL**

Rose Partners prohibits the drinking of alcohol in the workplace in the UK or abroad, unless a pre-planned social activity has been arranged by a member of the Board or a member of the senior management team. At any such authorised onsite event, personnel are expected to drink in moderation and to take responsibility for ensuring that they are within the legal alcohol driving limits if they are driving. Personnel must not drive a company vehicle while under the influence of alcohol.

Personnel are to be free from alcohol during working hours. Should the appearance or ability of personnel to carry out their duties be affected by alcohol consumption, they may be subject to Rose Partners' disciplinary procedures. If personnel are unable to report to work due to the consumption of alcohol or drugs they must follow the sickness absence policy, but they may nevertheless be subject to disciplinary action.

Rose Partners will take all reasonable steps to prevent personnel carrying out work-related activities if they are considered unfit or unsafe to undertake their work as a result of alcohol consumption or drug abuse.

Where personnel consume alcohol at any event where they are representing Rose Partners, including at social events outside of normal working hours, they are expected to drink alcohol in moderation and to take responsibility for ensuring that any alcohol consumption is within legal driving alcohol limits.

Personnel are expected to observe all laws relating to the consumption of alcohol wherever they are in the world.

## **6. ILLICIT DRUGS**

Rose Partners expressly prohibits the use of any illegal drugs or any drugs that have not been prescribed for their use. It is a criminal offence to be in possession of, use or distribute illicit drugs. If any such incidents take place on Rose Partners' premises or client premises, in Rose Partners vehicles or at Rose Partners functions, it may be regarded as gross misconduct and will be investigated in line with the disciplinary policy. Rose Partners may inform the police of any such offence.

## **7. NON-PRESCRIPTION DRUGS**

Rose Partners expressly prohibits the use of any illegal drugs or any drugs that have not been prescribed for your use only. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Rose Partners' premises or client premises, in company vehicles or at a company function, it will be regarded as a potentially gross misconduct offence and will be investigated in line with the disciplinary policy. We reserve the right to inform the police of any such offence.

## **8. DISCLOSURE OF ALCOHOL OR DRUG DEPENDENCE**

Any personnel suffering from alcohol or drug dependency should declare such dependency to their line manager. Rose Partners will provide reasonable assistance, treating absences for treatment and/or rehabilitation as sickness absence. Following this assistance, failure to accept help or continue with treatment may render personnel liable to Rose Partners' disciplinary policy.

All matters concerning alcohol and drug dependence will be treated as confidential.

## **9. DEFINITIONS**

For the purpose of this policy, alcohol dependence is defined as:

The habitual drinking of intoxicating liquor by a person, whereby that person's ability to perform their duties are impaired, their attendance at work is interfered with, or they endanger the safety of others.

Drug dependence is defined as:

The habitual taking of drugs by a person other than drugs prescribed as medication, whereby that person's ability to perform their duties are impaired, or their attendance at work is interfered with, or they endanger the safety of others.