

# **Alcohol at Work Policy**

Alcohol consumption in any quantity adversely affects judgment, safety, conduct and efficiency. The purpose of this policy is to ensure that employees are made aware of their responsibilities regarding alcohol and work and to encourage employees with alcohol related problems to seek professional help

## **The Policy**

- The consumption of alcohol on CREST's premises will be discouraged
- During lunch breaks spent on or off work locations employees should not consume alcohol to the extent that their work performance is affected when they return to their duties. Employees will not be allowed to enter or remain at work locations when suffering from over indulgence of alcohol
- CREST will endeavour to assist and support any employee who recognises that they have an alcohol related problem. Employees who believe they have such a problem are encouraged to discuss this in confidence with their Service Manager or a member of the Management Committee

## **Responsibilities**

### **All employees:**

- To understand and accept their responsibility not to report for work if they are under the influence of alcohol
- To be familiar with all aspects of the policy and the disciplinary implications resulting from a breach of the policy
- To seek professional help if she/he has a drinking problem
- To inform their manager if they are seeking or receiving treatment and require support
- To avoid covering up or colluding with colleagues whose behaviour and performance is affected by alcohol
- To urge colleagues to seek help if they have problems arising from the use of alcohol

### **Those with a responsibility for managing or supervising others:**

- To be familiar with and enforce the policy
- To effectively intervene where an employee's performance appears to be affected by alcohol
- To be aware of and to monitor changes in an employee's work performance, attendance, sickness and accidents patterns

- To seek advice from the Management Committee where there are identifiable symptoms of alcohol related problems
- To respect the requirement to maintain confidentiality

## **Actions**

- Employees who are unfit for work as a result of a drinking problem and are having treatment to overcome their problem will normally be regarded as being on sick leave and will be eligible for the normal sick pay arrangements
- Continued eligibility will depend on the length of time the treatment is taking and the requirements of the service. Employees who refuse or fail to comply with treatment will be liable to forfeit sick pay and have their employment terminated

## **Disciplinary Considerations**

- In the event of any breach of discipline as a result of alcohol consumption the normal disciplinary procedures will apply. The confession of an alcohol problem does not absolve an employee and entitle her/him to special consideration or a period of rehabilitation that will depend on individual circumstances
- CREST will endeavour to assist employees with drinking problems. However employees who persistently refuse to undertake or continue with treatment are liable to forfeit their sick pay entitlement. Depending on the circumstances of each case the employee may be subject to disciplinary action that may lead to their dismissal from CREST's employment