

Alcohol and drugs policy

Key points

- No drinking or taking any drugs during work time
- When driving in the EU: max. one pint of beer / cider or one small glass of wine per 24h
- When in Ukraine: no drugs, no alcohol: danger, stay alert
- Tranquillisers, sleeping pills, painkillers and antidepressants: inform team leader one week before trip. Do not go to Ukraine
- The organisation will be sympathetic to anyone having difficulty. Speak up.

1. Alcohol and drugs

1.1. Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

1.2. For the purpose of this policy, the term 'drugs' means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

1.3. The Organisation requires all employees to comply with the alcohol and drugs policy. Breaches of the policy will be taken very seriously and may be dealt with under the Organisation's disciplinary procedure.

2. Policy

2.1. No alcohol/drugs during work time

Employees/volunteers must not drink alcohol or take drugs during working time, or come to work under the influence of alcohol or drugs. Working time is any time between when an employee reports

for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

2.2. Consumption while in the EU

Employees/volunteers must not take drugs at all, and not drink alcohol excessively at their rest time while travelling through Europe on humanitarian missions. This is because they need to operate vehicles loaded with humanitarian aid at scheduled times. They may not recover on time and may not be able to drive safely and legally. The permitted consumption of alcohol while resting in the EU should not exceed one pint of beer or cider or one small glass of wine in each 24 hours.

2.3. Consumption while in Ukraine

Employees/volunteers must not drink alcohol or take any drugs at their rest while on humanitarian trips within Ukraine. This is because they are in a different country at war, and need to stay alert and be able to evacuate to safety or provide first aid.

2.4. Consequences

If an employee/volunteer breaches the policy while delivering humanitarian aid in Ukraine while the country is at war, their manager will start a disciplinary procedure, replace them with another driver with immediate effect and send them back to the UK.

3. Prescribed medication

3.1. Prescribed medication

The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies.

3.2. Tranquillisers, sleeping pills, painkillers etc.

However, medication such as tranquilisers, sleeping pills, painkillers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If an employee is taking any medication, they should let their line manager know, in confidence, that they are taking ANY medication and the possible side effects, **BEFORE WORK IN THE UK and/or ONE WEEK BEFORE SCHEDULED TRIP TO UKRAINE**. Their line manager will, if necessary, make alternative arrangements for them.

3.3. Line manager's actions

Line manager will not allow an employee / volunteer to be involved in driving to/from/in Ukraine and working in Ukraine if they take prescribed medications such as: Amitriptyline, Co-codamol or any other opiates, any tranquilisers or antidepressants. Line manager will find an alternative employee / volunteer who does not take such medications.

4. Assistance

4.1. If an employee comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by the Organisation. If an employee thinks they have a problem and may be violating this policy as a result, the Organisation strongly encourages them to come forward and seek help. The Organisation will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If an employee volunteers information to the Organisation that they have an alcohol or drug problem they will be treated with dignity at all times.

4.2. Any discussions will be in the strictest of confidence.

4.3. The Organisation recognises that employees/volunteers may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. The Organisation will make every effort to provide ongoing support to employees.

5. Absence

5.1. If employees/volunteers are absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

6. Formal procedures

6.1. Whilst the Organisation will be sympathetic to employees/volunteers who are experiencing difficulties with alcohol and drugs, it will apply a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of contract.

6.2. Criminal activity in the workplace involving drugs will, in every case, require the Organisation to alert the police.

Document version control

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