

## ALCOHOL AND DRUG POLICY FOR STAFF AND VOLUNTEERS

### Policy Statement

Arthuret Parish Council is committed to ensuring a safe, healthy, and productive environment for all its staff and volunteers. The misuse of drugs and alcohol can impair judgment, safety, and efficiency and may harm the wellbeing of individuals and those around them. This policy outlines the Council's expectations regarding drugs and alcohol and the procedures to address any issues that arise.

### Scope

This policy applies to all staff members and volunteers of Arthuret Parish Council, including permanent, temporary and part-time employees, as well as those volunteering in any capacity.

### Purpose

The purpose of this policy is to:

- Promote a safe and healthy working environment.
- Ensure that all staff and volunteers are fit to perform their duties.
- Prevent incidents related to drug and alcohol misuse.
- Provide support to those who may need help with substance abuse issues.

### Prohibited Conduct

- **Alcohol:** Consumption of alcohol is prohibited during working hours or while carrying out duties for the Parish Council, except if it is a social event. Staff and volunteers should not be under the influence of alcohol while working.
- **Drugs:** The use, possession, sale, or distribution of illegal drugs on Council premises or while carrying out duties for the Parish Council is strictly prohibited.
- **Prescription Medication:** Staff and volunteers taking prescribed medication must ensure that it does not impair their ability to work safely. Any potential impact on work duties should be discussed with the Parish Clerk.

### Responsibilities

- **Parish Clerk:** The Parish Clerk is responsible for implementing and enforcing this policy. They will ensure all staff and volunteers are aware of the policy and understand their responsibilities.
- **Staff and Volunteers:** All staff and volunteers are responsible for adhering to this policy. They must not attend work under the influence of drugs or alcohol and should report any concerns regarding substance misuse to the Parish Clerk.

### Support and Assistance

The Parish Council recognises that drug and alcohol misuse can be a health issue. Staff and volunteers who are experiencing difficulties related to substance abuse are encouraged to

seek help. The Parish Clerk can provide information on support services and resources available to assist individuals in need.

### **Procedures for Addressing Concerns**

- **Immediate Action:** If a staff member or volunteer is suspected of being under the influence of drugs or alcohol while on duty, the Parish Clerk may require them to leave the premises immediately for safety reasons.
- **Investigation:** Any reported concerns will be investigated by the Parish Clerk in a fair and confidential manner. The individual concerned will have the opportunity to provide an explanation during the investigation.
- **Disciplinary Action:** If a breach of this policy is confirmed, appropriate disciplinary action will be taken, which may include suspension, termination of employment, or termination of volunteer status.

### **Confidentiality**

All matters related to drug and alcohol misuse will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in accordance with data protection regulations.

### **Review of Policy**

This policy will be reviewed periodically to ensure it remains relevant and effective. Any changes will be communicated to all staff and volunteers.

### **Conclusion**

Arthuret Parish Council is committed to maintaining a safe, healthy, and productive environment. Adherence to this policy is essential to achieving that goal. Staff and volunteers are encouraged to seek support if they are struggling with drug or alcohol-related issues.

Approving committee:                      Arthuret Parish Council

Date of committee meeting:              28<sup>th</sup> July 2025

Policy effective from:                      July 2025

Date for next review:                      July 2026

— policy ends here —