



Anthony Colins Institute

Educational Development

Drugs and Alcohol

Policy and Procedures

"Ensuring all young people have access to safe and rewarding learning."

A C I Education Ltd.

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Registered in England and Wales No. 8432528*

What are our Aims?

Our Aim

Our aim is to act as a good employer and conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, visitors and members of the public. This is because we recognise that we can contribute to a safe, healthy and productive work environment by preventing drugs and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

Our Policy

Our policy is to ensure that drugs and alcohol problems are dealt with effectively and consistently so that staff and students are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

For the purposes of this policy, drug and alcohol problems are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and/or to the organisation for which the individual works.

This policy applies to all of our Staff and Students.

Professional assistance and support can be made available to those to whom this policy applies and we would urge anyone who feels that they may have a drug or alcohol problem to come forward (with a friend, or colleague) to discuss this confidentially with their relevant supervisor or manager.

Rules

- ACI Education Ltd’s policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.
- No employee, worker or contractor shall
 - report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse;
 - be in possession of alcohol or illegal drugs** in the workplace;
 - supply others with illegal drugs** in the workplace;
 - supply others with alcohol in the workplace
 - consume alcohol or illegal drugs or abuse any substance whilst at work.

*Whether an employee is fit for work is a matter for the reasonable opinion of management.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

- In addition, employees, workers or contractors must
 - ensure they are aware of the side effects of any prescription drugs;

- advise their line manager or the CEO immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and ACI Education Ltd. will take disciplinary action for any breach of these rules, which may include summary dismissal.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.

In addition, possession of or dealing in illegal drugs whilst undertaking work for ACI Education Ltd. will, without exception, be reported to the Police.

Help and support

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner. Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. ACI Education Ltd. may also allow additional time off (unpaid) for employees to obtain treatment or attend support groups. Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Some useful links to websites are provided below.

Useful links:

Alcoholics Anonymous

Tel 0845 769 7555

www.alcoholics-anonymous.org.uk

ACAD (Advice and Counselling on Alcohol and Drugs)

www.acad.org.uk

FRANK

Tel 0800 776 600 (24 hours)

www.talktofrank.com

NHS (Information and advice from the National Health Service)

www.nhs.uk

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