



ALCOHOL AND DRUGS POLICY

Alcohol and drug abuse is often a problem and as such, individuals who suffer from either of these conditions may not be aware that they require help or may not know where they can get help. Mind in Croydon will provide reasonable support and assistance wherever practically possible to anyone who acknowledges that they have such a problem in order to help the employee pursue a programme of recovery.

However, it is also recognised that an employee whose performance or conduct is affected by the use of alcohol or controlled/non-prescribed drugs during the course of their work poses a serious health and safety risk to themselves, their colleagues, and service users as well as causing damage to Mind in Croydon's business. Any random act of drunkenness or being under the influence of controlled/non-prescribed drugs may be regarded as gross misconduct. The following rules therefore apply:

- It is not permissible to drink alcohol during work hours whether on or off the premises except for celebratory events when reasonable alcohol consumption is permitted.
- Alcohol may only be brought onto the premises in sealed containers. It may not be carried in any vehicle whilst on Company business or during working hours. Exceptions may be made to this, but these should be cleared with the Chief Executive or a senior manager beforehand. Examples of where this would be permissible are Christmas parties, occasional birthday celebrations, launches e.g. of publications/videos etc.
- It is strictly forbidden to attend work under the influence of an excess of alcohol or anything other than medically prescribed drugs.
- Any employee who is considered by their manager to be unfit for work due to alcohol or controlled/non-prescribed drugs will be required to return home in a taxi.
- It is a criminal offence to be in possession, use or deal in controlled/non-prescribed drugs and Mind in Croydon reserves the right to involve the police.
- It is not permissible to drink alcohol on the premises except with the permission of a senior manager.

Anyone convicted of an offence involving alcohol, controlled substances or non-prescribed drugs may be dismissed. This decision will be taken in the light of the nature of the conviction and sentence and whether the conviction affects the employee's ability to do the job, and will take into account the effect on Mind in Croydon's image and reputation.

Failure to comply with the above rules may lead to disciplinary action being taken under Mind in Croydon's disciplinary procedure which may lead to dismissal.

Reviewed and Updated by the Board of Mind in Croydon
August 2009