

DRUGS AND ALCOHOL POLICY DSDT

	Date	Name/signature
Last updated	5/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	14/6/23	SS
Date for next review	Regularly	

SUBSTANCE ABUSE

The position on substance abuse from DSDT is simple: It is incompatible with the health and safety of our employees, and we don't permit it. Consumption of alcohol is not permitted at our offices. Illegal drugs in our offices or at sponsored events are strictly prohibited. If a manager has reasonable suspicion to believe that an employee's use of drugs and/or alcohol may adversely affect the employee's job performance or the safety of the employee or others in the workplace, the manager may request an alcohol and/or drug screening. A reasonable suspicion may be based on objective symptoms such as the employee's appearance, behaviour, or speech.

The policy is not intended to apply to 'one-off' instances or offences where there is no evidence of a continuing issue, which can be more effectively dealt with through the disciplinary procedure, when applicable.

Aims

The drugs and alcohol policy forms part of DSDT's health, safety & wellbeing commitment. Its main goals include:

- Enhancing staff understanding of the risks and potential harm to health connected with the misuse of drugs and alcohol
- Establishing the rules for the use of intoxicating substances, so that employees are aware of the potential consequences for their employment if they misuse them
- Foster an environment that encourages employees who may be misusing drugs or alcohol to come forward and seek support

- Making support accessible such that employees are aware of the support made available to them

- Provide a framework to allow instances of substance misuse by employees to be handled in an appropriate, fair, and consistent manner

STAFF RESPONSIBILITIES

Employee & Volunteer responsibilities include:

- Being acquainted with the drug & alcohol misuse policy and adhering to its requirements.
- Presenting a professional, polite, and efficient image to people with whom they come into contact at work. As a result, they bear personal responsibility for maintaining a responsible attitude towards drinking and using prescription and over-the-counter medications.

- Not to possess, store, trade, or sell illegal drugs on DSDT property.

- To seek treatment and appropriate support if they have concerns about their alcohol or drug use.

- To cooperate with any help and assistance offered by DSDT to address an alcohol or drug misuse issue.

- If the individual in question is not willing to come forward to seek assistance, and their colleague(s) has a legitimate concern that the individual misuses drugs or alcohol, the colleague must report their concerns with the employee's manager

EMPLOYER RESPONSIBILITIES

- It is the employer's responsibility to maintain fair, consistent, and objective processes for issues involving the misuse of alcohol or drugs.

- When dealing with alcohol and drug concerns among staff, confidentiality must be maintained within the limits of what is feasible and within the law.

- Managers must be aware of the indications of alcohol and substance misuse, as well as the possible adverse effects on employee performance, attendance, and health, and take reasonable and necessary action.

- Ensure that employees are aware of the drug and alcohol policy, as well as the rules and consequences for the use of alcohol, drugs, and other intoxicating substance

- Keep such matters confidential as far as is legitimately and legally possible



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- Monitor employee performance, behaviour, and attendance as part of the normal supervisory relationship

- Intervene at an early stage, where changes in performance, behaviour, sickness levels, or attendance patterns are identified. Such intervention should be beneficial and non-judgmental

IMPLICATIONS OF THE POLICY

- The employer will use a constructive and helpful approach when dealing with employees who may be suffering from drug or alcohol dependency/addiction

- This implies that employees seeking help for a drug abuse problem will not face disciplinary action solely because of their dependency/addiction.

Notwithstanding the foregoing, there may be occasions in which policy violations, whether dependency-related or not, will be considered as disciplinary, these include:

- Intentional disregard for personal safety and the safety of others linked with the misuse of drugs and alcohol

- Significant undesirable workplace conduct related with the misuse of drugs and alcohol

- Being deemed incapable of performing routine activities properly

- Possessing, consuming, dealing/trafficking, selling, or storing illegal drugs on work premises or engaging in such activities outside of work

- Being disqualified from driving as a result of alcohol- or drug-related offences (if employees are required to drive a vehicle under their contract of employment)

- Creating malicious or disruptive allegations that a coworker is abusing drugs.

This list is only informative and should not be construed as exclusive or exhaustive. Any disciplinary action must always be appropriate to the circumstances of the policy violation.

Where evidence allows, the employer will notify the authorities about unlawful drug use. In that instance, reporting would be required.

If you have been subject to, or have witnessed, any acts of abuse or breach to the drugs and alcohol policy whilst working at the Down Syndrome Development Trust you must contact [Senay Smallwood, Managing Director DSDT](#) or [Marianne Robinson Operations/Office Manager DSDT](#) or one of the following trustees:

Designated Person [SENAY SMALLWOOD DSDT DESIGNATED SAFEGUARDING LEAD ON 01323 893323](#)

Deputy Designated person [SENIOR DSDT STAFF MEMBER Marianne Robinson, Operations Manager: 01323 890654](#)

Nominated committee member for safeguarding

[SENIOR DSDT TRUSTEES \(if you do not want to contact Senay Smallwood or Marianne Robinson\):](#)

- [Guy Passey](#) guypassey@guypassey.com
- [Kristina Veasey](#) kristinaveasey@yahoo.co.uk

- [Joanna Pike](#) joannapike.dsdt@gmail.com
- [Andy Smallwood](#) andysmallwood.dsdt@gmail.com

Please also see our [Disciplinary/Grievance policy](#) and read through the following government guidances:

<https://www.gov.uk/workplace-bullying-and-harassment>

REPORTING OF MISCONDUCT

Please see our [Disciplinary/Grievance policy](#)

DISCIPLINARY ACTIONS

Please see our [Disciplinary/Grievance policy](#)

ILLEGAL ACTIVITIES SURROUNDING THE USE OF DRUGS AND ALCOHOL

Please see our [Disciplinary/Grievance policy](#)

Contact details:

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654

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Tel: 01323 893 323 / 01323 890 654 Website: www.downsyndromedevelopment.org.uk Email: hello@downsyndromedevelopment.org.uk

Down Syndrome Development Trust
Company Number: 08346182
Registered Charity Number: 1155830



www.downsyndromedevelopment.org.uk

DRUGS AND ALCOHOL POLICY DSDT

Website:

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Email:

hello@downsyndromedevelopment.org.uk

[DSDT Charity Policies | Down Syndrome Development Trust UK](#)

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