APRIL COMPLETE CARE SOLUTIONS LTD
(The "Company")

Alcohol, Drugs & No-Smoking Policy (Staff)

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Alcohol, Drugs and No-Smoking Policy:

Policy Purpose of the policy:

We aim to actively promote wellbeing and good health of its employees and have a zero tolerance to alcohol and substance abuse particularly regarding its quality of service provided to the community, safety in the work-place and the impact on other colleagues.

It also supports employees to maintain good health through providing health information and support to quit smoking. It promotes a smoke-free work environment in-line with recent guidance and legislation.

This policy provides a framework for employees to seek support and where appropriate, treatment, for an alcohol or substance misuse problem. It also provides a framework for managers to support an employee in addressing such a problem and where required, to appropriately manage any unsatisfactory conduct, performance or attendance where alcohol or substance abuse is a contributing factor.

All April employees are responsible for delivering a high quality of service to the community, which depends upon timely attendance and effective performance at work. This may be compromised if alcohol or substances have been misused or consumed.

April is required to provide safe places and safe systems of work. It also requires employees to be responsible for their own safety and the safety of others. All employees must be able to carry out their work competently and with due regard for the safety of members of the public, their colleagues and themselves.

This policy applies to all employees of April. The smoke free provisions are extended to members of the public when they are on April premises. Employee's responsibilities:

- To check whether any drug(s) you are taking as prescribed by a medical practitioner or otherwise may affect your performance, conduct and/ or attendance. If you are unsure, seek medical advice from your GP for advice on fitness for work or inform your manager, who can support you with reasonable adjustments where necessary.

- To be responsible for your own safety and the safety of others at work. You must be able to carry out your work competently and with due regard for the safety of members of the public, your colleagues and yourself.

- To attend work without being adversely affected by alcohol or other substances.

- To seek support from your GP if your work performance, conduct, attendance or April's reputation is adversely affected by your alcohol consumption or substance use.

- Where your work performance or April's reputation is adversely affected by your alcohol consumption or substance use and you do not seek or accept support, you may be liable for action under the Disciplinary policy, as appropriate.

- If you are suspected or convicted of criminal activity related to a controlled substance, or of behaviour whether in or out of work, relating to abuse of alcohol or a controlled substance (and/or where your behaviour adversely affects relationships with other employees or with contacts that you make while doing your job, or April's reputation and/or public confidence) the Code of Conduct for Employees will apply and may result in disciplinary action up to and including dismissal.

- If you have concerns about the health and safety of the public or colleagues due to the alcohol or substance use of another colleague, it is your responsibility to inform your Manager in the strictest confidence so that they can take steps to address the situation. (If the care of vulnerable people or responsibility for assets is at stake, you may consider using the Whistleblowing policy, in which case you must also inform your Manager.)

- To remain smoke free during your contractual working hours. April will support you to be smoke free through allowing you time to attend stop smoking support sessions and provide access to any new work based initiatives that support smokers to quit. .

- To not use an electronic cigarette in an attempt to quit smoking whilst inside any building or enclosed space as their safety with the ignition device and vapour is still unknown. The Medicines and Healthcare products Regulatory Agency (MHRA), are due to regulate these products by 2016. Alternative nicotine containing products are available for use whilst at work.

- To keep your work vehicles smoke free, i.e. free from cigarette smoking and use of e-cigarettes. If you are using your own vehicle to transport colleagues or individuals, you are not permitted to smoke.

Manager's responsibilities:

- April has a duty of care for its employees and managers are responsible for ensuring this by the application of this policy.

- Managers should, with support from the Health and Safety team, identify jobs which are subject to a zero tolerance policy for the consumption of alcohol or other substances prior to attending work, and notify the employee where their job is concerned. Such conditions must be recorded by the manager in a risk register.

- In the event that a manager becomes aware or suspects an employee is under the influence of alcohol at work they must take steps to protect the employee, colleagues and/or members of the public by preventing the employee from continuing working in an unfit state. Assistance should be sought from ACAS.

- In the event that an employee is suspended from work as a result of suspected intoxication a full investigation will need to take place.

- To bring this policy to your attention (and where appropriate also bring it to the attention of visitors, contractors, agency/casual staff, volunteers and other members of the public).

- To familiarise themselves with the policy, its provisions, and requirements and the sources of support available for dealing with alcohol or substance misuse, or smoking.

- To have a conversation with you when a problem linked to alcohol or substance misuse affecting your work is identified to determine what support is appropriate.

- To support you and allow time off to attend appointments as appropriate as well as providing support to improving your performance

- To seek advice on how to support you with overcoming any problem with alcohol or substances and direct you to the various resources available to address your problem.

- To be alert to the suspected warning signs of alcohol misuse and, if necessary, seek advice and support on an appropriate specialist support group, and must ensure that appropriate opportunity and support to seek help is given to you.

- To assure you that if you disclose an alcohol misuse problem, you know that your decision to do so is valued and that the information you supply will be treated in strict confidence, and you will be treated fairly.

- To report to the police, either directly or via Internal Audit, instances of suspected drug misuse or where they have reasonable knowledge of the possession of, supply of or other criminal activity around controlled substances taking place on the premises for which they have responsibility

- The manager is responsible for the application of this policy in their work area.