



Alcohol and Drugs Policy for YFC Employees

Introduction

The Employer, Shropshire Federation of Young Farmers Clubs, is committed to maintaining healthy, safe and productive working conditions for all staff. The Employer recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, the Employer aims to ensure a working environment free from the inappropriate use of substances and where staff are able to carry out their duties in a safe and efficient manner. This policy is designed to prevent and treat problems created in the workplace by inappropriate alcohol consumption and drug usage.

Policy objectives

- To alert all employees to the risks associated with drinking alcohol using illegal/non-medicinal drugs, failing to take into account the side effects of illegal/non-medicinal drugs and the dangers of misusing illegal/non-medicinal drugs.
- To promote good practice and a progressive change of behaviour and attitude concerning use.
- To encourage and assist employees who suspect or know that they have an alcohol or drug problem to seek help at an early stage.

Where, in the course of invoking disciplinary procedures it is suspected or known that the misdemeanour is alcohol or drug related, to offer an employee a referral to an appropriate agency or department for assessment and, if necessary, specialist help.

Policy application

This policy will apply to all employees within the Employer. For the purposes of this policy the term drug includes:

Substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
Prescribed and over-the-counter drugs;
Legislation covered by the Psychoactive Substances Act (came into effect on 26 May 2016)

In addition to the Employer's employees, this policy shall be observed by all agencies, contractors, consultants and any other individual working for, or on behalf of, the Employer.

Disciplinary rules

The standards are as follows:

- The use of drugs or misuse of illegal drugs by staff is inappropriate at any time when working or outside of work, whenever travel to/from work or work performance will be adversely affected.
- The consumption of alcohol by members of staff whilst at work where their work performance will be adversely affected or where it breaches Health and Safety requirements is prohibited. However, the drinking of alcohol may be acceptable at occasions including attending work related receptions/functions. Please refer to information further below.
- Where an employee's doctor, prescribes drugs to the employee that may affect his/her ability to perform work he/she should immediately discuss the problem with his/her manager.
- Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited: Any such activity (including reasonable suspicion of it) on the Employer premises will be reported immediately to the police.

If employees attend work related social functions outside of their normal working times they are seen to be representing SFYFC. Accordingly, employees will be under a duty at such events to refrain from drinking excessive amounts of alcohol, using illegal drugs or misusing legal drugs.



For clarity, such events include **any YFC event** (a YFC event, social or otherwise), that **is formally connected to the Employer, the SFYFC**. Disciplinary action may be taken in relation to any employee who is found to be in breach of these rules. With regard to this, a breach of this policy is likely to amount to gross misconduct, meaning that the employee may be liable to summary dismissal.

Medical Examination

If the Employer suspects that there has been a breach of the above provisions, or an employee's work performance or conduct has been impaired through drug or alcohol abuse the Employer will immediately invoke its disciplinary procedure, which may result in the employee's summary dismissal. In investigating the incident, however, the Employer may require the employee to undergo a medical examination to determine the cause of the problem.

If, having undergone a medical examination, it is confirmed that the employee has no underlying drug or alcohol problem, the Employer will continue to deal with the issue under its disciplinary procedure.

If, having undergone a medical examination, it is confirmed that the employee has been positively tested for a controlled drug, or he/she admits to having a drug and/or alcohol problem, the Employer reserves the right to suspend him/her from work on paid leave to allow the Employer to decide whether to deal with the matter under the terms of the disciplinary procedure or to require him/her to undergo treatment and rehabilitation.

Where a medical examination is required, the individual will be expected to sign a written consent form. Failure to give consent may lead to disciplinary action being taken. Refusal to undergo a medical examination may also result in NFYFC making a decision on how to proceed based on the information that is available to them.

If an employee is offered rehabilitation treatment that is unreasonably refused, or does not lead to an improvement in the situation, then the Employer reserves the right to take disciplinary action. This includes the right to dismiss the employee.

Power of search

To assist in the effective implementation of this policy, the Employer reserves the right to have tests carried out on employees following any incident, where there is a suspicion on the part of the manager that drugs and/or alcohol may have been a contributory factor.

Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample, will be considered to be a breach of these rules and may lead to disciplinary action being taken.

The Employer reserves the right to search employees or any of their property held on the Employer premises at any time if the employee's manager believes that the prohibition on substances is being or has been infringed.

If an employee refuses to comply with the search procedure, such refusal will normally be treated as amounting to gross misconduct and will entitle the Employer to take disciplinary action.

Organisational responsibility

The Employer will endorse this policy and periodically consider the need for review;

Managers will, in respect of their own department:

- Promote the policy and ensure its effective implementation; ensure that managers understand their responsibilities for action and confidentiality to ensure consistency of approach; be alert to the signs of misuse of alcohol and drugs and deal with individual cases in accordance with this policy.

Employee Responsibility

 **Young Farmers' Clubs (England and Wales)**

YFC Centre, 10th Street, Stoneleigh Park, Kenilworth, Warwickshire CV8 2LG

tel 024 7685 7200 fax 024 7685 7229 email post@nfyfc.org.uk web www.nfyfc.org.uk



The Employer believes that each employee has the responsibility to:

- Report to work at all times free of alcohol or other drugs and their effects.
- Participate in and support Employer sponsored drug and alcohol education programmes.
- Seek and accept assistance for alcohol and other drug abuse related problems before job performance is affected.
- Co-operate with management in assisting colleagues who have an alcohol or drug use problem.

Suspecting a colleague is under the influence of drugs or alcohol

If an employee suspects that a colleague is under the influence of alcohol or drugs at work then they should inform their line manager. It is very important that suspicions are brought to the attention of NFYFC as early as possible as the employee could be a danger to themselves, other staff and NFYFC. Wherever possible, the NFYFC will protect the interested of any employees who report their suspicions about a colleague.

Work Social Events

The Employer understands that the nature of the services it provides may afford employees both the opportunity to arrange and partake in social events at work e.g Christmas Party. Occasionally these events may take place in the employee's own time and the commitment shown by employees attending in these instances are appreciated by the Employer and YFCs members.

Whether an employee attends such a social gathering as part of their work, or as a volunteer in their own time, it is important to remember that employees are still representing the Employer and therefore they should act accordingly and responsibly.

In particular:

- Alcohol should be consumed only in moderation - be aware that, under health and safety legislation, you have a general duty to take reasonable care of your own health and safety and that of others who may be affected by your actions or omissions, so you should bear this in mind when consuming alcohol.
- Illegal drugs must not be brought into or consumed at the venue
- you should not drink and drive and must take specific action to ensure you are well within the legal limits if you are driving
- If you will not be driving, please make adequate arrangements in advance to get home, for example by public transport or taxi, and never use unlicensed minicabs
- Improper conduct or other unacceptable behaviour will not be tolerated and is a serious disciplinary offence which will result in disciplinary action up to and including summary dismissal for gross misconduct. This includes excessive drunkenness, the use of illegal drugs, unlawful or inappropriate discrimination or harassment, violence such as fighting or aggressive behaviour and the use of abusive, offensive, profane or inappropriate language, whether this is towards a fellow employee, an invited guest or a member of the waiting or bar staff
- Employees must not otherwise behave in any way that could bring the Employer name or reputation into disrepute.

Finally, you are reminded that you are required to report for work the following day if it is a normal working day, unless you have arranged in advance to take this as a day's annual leave or have alternative leave arrangements in place. Any unauthorised absence on the day after the social event may be treated as a disciplinary issue.

YFC Social Events

On occasion a member of the SFYFC Staff team may decide to attend a YFC organised social event that is not connected to the job role or the performance of the their job. In this instance as the employee has decided to attend a YFC social event (an event that is formally connected to their Employer, the NFYFC) , it is deemed that

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YFC Work Events Where YFC Members/Supporters are Drinking Alcohol

If employees attend work events where YFC members are consuming alcohol, for example when concluding a committee meeting or at the Annual Convention, it is acceptable to join YFC members for a drink, which may be alcoholic.

Employees must have finished their work for the day and must not be on-call or at work again that day.

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