

STAFF ALCOHOL POLICY

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This Policy summarises the employment requirements relating to the consumption of alcohol by staff when on duty, and also the Home's philosophy towards the handling and management of employees suffering from an alcohol dependency problem:

1. CONSUMPTION OF ALCOHOL BY STAFF:

The Home has strict rules concerning the consumption of alcohol by staff. Apart from the negative social and professional aspects of consuming alcohol, or smelling of alcohol, during duty hours it must be remembered that many of our service users are undergoing treatment for alcohol abuse or dependency, and the smell of alcohol may adversely affect treatment progress. The following rules will therefore apply, **WITHOUT EXCEPTION**.

- 1.1 The consumption of alcohol by staff members while on duty **IS NOT PERMITTED** under any circumstances. Any staff member found drinking while on duty will be summarily dismissed.
- 1.2 Any staff reporting for duty while intoxicated will be summarily dismissed.
- 1.3 Any staff reporting for duty sober but smelling of alcohol will not be permitted to work and will be the subject of appropriate disciplinary action.

2. POLICY OBJECTIVES - ALCOHOL DEPENDENCY:

This Policy has been developed in consultation with all staff members with the following objectives:

- to ensure the maintenance of a safe working environment;
- to minimise undue risks to service users, and not to compromise their treatment programmes;
- to protect and maintain the safety and welfare of all staff members;
- to provide an awareness of the properties of alcohol and the effects on personal health and employee responsibilities of inappropriate or excessive alcohol consumption;
- to develop a procedure for managing staff members with alcohol problems.

3. POLICY CONTENT:

3.1 In all cases the over-riding consideration will be the health, welfare and safety of service users, staff, and visitors to the Home, and the maintenance of a safe working environment. Inappropriate consumption of alcohol before, during and after work can have the following effects:

- poor job performance through impairment of skills, decision-making abilities and general poor quality work standards;
- increase in the number of accidents at work through reduced concentration, lack of co-ordination and impaired sensory reactions;
- increased staff absenteeism;
- adverse effects upon staff morale, behaviour and relationships;