



Jesus College Oxford

ALCOHOL AND DRUGS POLICY

I. ALCOHOL AND DRUGS

- 1.1. Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.
- 1.2. The College recognises that most employees are responsible and sensible in their intake of alcohol and substances such as prescribed medication. The College is also aware that alcohol and substance misuse can be an illness and a treatable condition and will make all reasonable attempts to assist an employee to deal with an addiction.
- 1.3. The College requires all employees to comply with the Alcohol and Drugs Policy. Breaches of the policy will be taken very seriously and may be dealt with under the appropriate College disciplinary procedure.
- 1.4. For the purposes of this policy, the term 'drugs' is used to describe both illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

2. KEY RULES

- 2.1. On a usual working day, the College has the following expectations:
 - Alcohol consumed by employees outside working hours must not have an impact on the employee's performance or conduct, or on the College's work and reputation;
 - Employees must ensure that they are not intoxicated by alcohol and are free of any drugs when they report for work and that they remain so whenever they are at work;
 - Employees must not drink alcohol during working time, except under exceptional circumstances. (See EXCEPTIONS below)
 - The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, in the workplace or at a customer's site;
 - Where employees are prescribed medication or are taking over-the-counter medicines or herbal remedies that may affect their work performance or the safety of themselves or others, they must advise their Line Manager.

3. EXCEPTIONS

- 3.1. Some formal College events that employees can attend, such as the annual Christmas lunch, provide alcohol to guests who wish to consume it.



- 3.2. Employees should consider whether it is necessary to take the afternoon as annual leave or TOIL following such events, subject to management authorisation.
- 3.3. Any alcohol consumed on College premises must be in association with an official function, and must have prior management authorisation.

4. POLICY COMPLIANCE

- 4.1. The College strongly discourages employees from drinking any alcohol prior to driving or reporting to work (including at lunchtimes).
- 4.2. Employees must be aware of what they drink and take into account how long it takes for the alcohol to clear their system.
- 4.3. On a usual working day, employees must not drink alcohol during working time (see EXCEPTIONS above). Working time is any time between when an employee reports for work and the time when they finish work. It includes any period of call out done whilst on standby duty or overtime working.
- 4.4. Employees must not have any drugs in their system when they arrive at work or at any time throughout the working day. Individuals taking illegal drugs at any time are breaking UK law and increasing the risks to their health and safety. Whilst some psychoactive substances are not illegal, they mimic the effects of illegal drugs and therefore pose the same risks to health and safety. Because of this, they are treated by the College in the same way as illegal drugs for the purposes of this policy.
- 4.5. The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, in the workplace or at the worksite and is a breach of this policy and the law. In any of these situations the College may take appropriate action including disciplinary action up to and including dismissal. The College will also have a duty report any criminal activity to the relevant authorities.
- 4.6. Any misconduct or misbehaviour at work or in work-related situations owing to inappropriate or excessive intake of alcohol or other substances will be dealt with under the Disciplinary Policy.

5. PRESCRIBED MEDICATION

- 5.1. The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies. However, medication like tranquillisers, sleeping pills, pain-killers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. So, if an employee is taking any medication they should:
 - Check the possible side effects with their doctor or pharmacist; and
 - Let their Line Manager know in confidence, who will, if necessary, make alternative duty arrangements for them.



6. HELP

- 6.1. If an employee comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by the College. If an employee thinks they have a problem and may be violating the policy as a result, it is very much in their interest to come forward and seek help voluntarily. The College will be sympathetic and will ensure they get the help and support they need.
- 6.2. If an employee asks for help, the College will be supportive in every way possible and can suggest professional advice and help. If an employee volunteers to the College that they have an alcohol or drug problem they will be treated with dignity, at all times. Any discussions will be in the strictest of confidence.
- 6.3. Managers dealing with such a situation must consider the welfare of the employee, operational requirements of the organisation, and the duty of care owed to other employees.
- 6.4. A manager who has identified an employee who may have an alcohol or substance dependency problem should seek advice from Human Resources. Signs of an employee with a drink or drug related problem may include:
 - decline in work performance;
 - poor attendance record;
 - unreliability;
 - unexplained injuries;
 - changes in behaviour such as irritability and lack of concentration; and
 - smell of alcohol or other substances, particularly in the morning.