



Aspects Total Training Ltd

Drugs and Alcohol Policy

1. Introduction

Aspects Total Training Ltd recognises that substance misuse is a medical and social issue that can have both a personal and professional impact on employees, as well as affecting the success and reputation of the business.

This policy demonstrates the organisation's commitment to providing a healthy, safe, and productive workplace for its employees and a safe training environment for all learners. It supports those suffering from substance misuse while protecting employment and ensuring safety for all.

Through this policy, we emphasise that any employee or learner who willingly seeks help for drug and alcohol misuse will receive the appropriate support and treatment for their situation, with disciplinary or training-related consequences pursued only as a last resort. This policy also ensures the confidentiality of disclosures and subsequent support as far as is reasonably practicable.

2. Policy objectives

- To ensure compliance with appropriate drug and alcohol legislation.
- To encourage individuals concerned about their or their coworkers' or fellow learners' drug and alcohol use to seek help.
- To establish clear terms and conditions regarding substance misuse by employees and learners of the organisation to prevent incidents occurring that may result in disciplinary action or removal from training.
- To minimise safety risks created by substance misuse at work and during training.
- To support early identification of substance misuse at work or during training.
- To facilitate incidences of drug and alcohol misuse to be handled in the appropriate manner based on the circumstances, and outline to staff and learners both the support available for and potential consequences of misusing substances.



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→ To educate employees and learners on the effects and consequences of using and misusing drugs and alcohol.



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3. Key definitions

Substances

For the purposes of this policy, these are illegal drugs, alcohol, medications and other substances, such as solvents, that are taken in order to alter the taker's mental or physical state. This includes prescription or over the counter medication that is then misused, meaning it is used for purposes other than its intended or prescribed use.

Substance misuse

For the purposes of this policy, this is the problematic use of drugs and/or alcohol and can range from long-term problematic use to intermittent occurrences. It can include consuming harmful amounts of alcohol (resulting in alcohol-related health complications or incidents), a dependence on alcohol, the frequent and excessive use of drugs or a dependence on drugs.

4. The law

The Health and Safety at Work Act (1974) outlines an employer's duty to protect the health, safety and welfare of employees and anyone else who will or may be affected by their behaviour, as far as is reasonably practicable.

The Misuse of Drugs Act (1971) prohibits the production, supply, and/or possession of illegal drugs.

Under the Management of Health and Safety at Work Regulations (1999), is committed to carrying out a risk assessment to identify potential workplace hazards and put controls in place to minimise these risks. This includes hazards relating to drug and alcohol use.

The Road Traffic Act 1988 makes it an offence to drive or attempt to drive a motor vehicle on a road or other public place whilst unfit through drink or drugs and an offence if the person is in charge of a motor vehicle while under the influence of drink or drugs.

Under the Employment Protection (Consolidation) Act (1998), staff will be provided with 12 weeks' notice of any changes to this policy.



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5. Identifying drug and alcohol misuse

Management and trainers must document their observations and any behaviours that create suspicion of substance misuse by employees or learners.

A combination of behaviours is the best indicator that someone is suffering from substance misuse.

Examples of behaviours that may create reasonable suspicion include:

- Smells (including the smell of alcohol on an individual or coming from their belongings or storage space, body odour or urine).
- Body (such as unexplained weight loss or dental problems).
- Unusual movements (for example, someone may be jittery, wobbly or move particularly slowly).
- Eyes (for example, dilated pupils, red and/or watery eyes, unusual eye movements).
- Emotional state (for example, aggressiveness, rudeness, depressive mood, paranoia or anxiety, euphoria).
- Speech (for example, slow, slurred, rambling).
- Actions (for example, unauthorised absences from work, numerous small incidents, poor or inconsistent work performance, breakdown of work relationships).

We recognise that any of these factors may have causes other than substance misuse, so encourage Managers to consider all the information when identifying an issue.

6. Reporting and reporting process

If you suspect that your colleague or a learner is misusing substances at work or during training, you should encourage them to speak to their manager, trainer, or supervisor. If they are unwilling to report it themselves, you must report it, particularly if the person works in a safety-critical role or is participating in safety-critical training activities.

As an employee, if a co-worker discloses a drug or alcohol misuse issue to you, you should encourage them to speak to their manager or supervisor.



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Employees are encouraged to report any suspected violations of this policy to their Manager.

You should keep any information relating to a coworker's drug and alcohol misuse confidential beyond their manager or supervisor.

7. Prohibited behaviour

While Aspects Total Training Ltd recognises that employees and learners have a right to privacy in their lives outside of work or training, it also recognises that off-the-job involvement with drugs and/or alcohol can impact an individual's ability to work or train safely and effectively.

All learners must not:

- Attend training under the influence of drugs or alcohol.
- Consume, possess, or distribute drugs or alcohol while on training premises or participating in any training activities.

If a learner is suspected of being under the influence, they may be removed from the session and asked to leave the premises. Refusal to comply or a confirmed breach may result in suspension or removal from training programs. Serious cases may be reported to relevant authorities as required.

Employees who are charged with or convicted of crimes involving illegal drugs must report this conviction to their manager or supervisor as soon as possible. The organisation will then determine the impact this charge has on their eligibility for employment in the employee's particular role and any necessary follow-up action. If a charge or conviction is withheld, this will result in disciplinary action.

8. Manager responsibilities

Managers and/or supervisors and trainers have the following responsibilities:

→ Ensuring employees and learners have read and understood this policy, both during their induction period and after, ensuring they know how to raise any concerns or suspicions.



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- Initiating conversations with employees or learners regarding suspected substance misuse, where required.
- Raising any disclosures, concerns, or suspicions with Management or designated safeguarding officer so that an appropriate investigation can be launched.
- Maintaining confidentiality, where appropriate.
- Providing employees and learners with support and maintaining regular contact throughout their recovery, if applicable.
- Monitoring employees and learners for changes to behaviour that may indicate, according to the reasonable suspicion checklist, that they may be suffering from substance misuse.
- Keeping a record throughout an investigation into drug and alcohol misuse, starting with the first disclosure or suspicion.



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9. Support

Aspects Total Training Ltd is committed to providing support for any employee or learner seeking help for drug and alcohol misuse.

Where practicable, the organisation will help individuals suffering from substance misuse to find external support. External support may be sought in the form of:

- The individual's GP.
- Telephone or online helplines.
- Self-help groups.
- Substance misuse charities.

For employees, return to work will be dependent on the individual's ability to participate safely and effectively following support or treatment.

Absence for treatment and rehabilitation will be regarded as normal sickness absence for this period. This includes any scheduled appointments for substance misuse treatment.



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10. Disciplinary Action and Training Exclusions

Any violation of this policy may be grounds for disciplinary action for employees, up to and including dismissal.

For learners, any breach of this policy may result in removal from training courses, suspension from the training centre, or permanent exclusion, depending on the seriousness of the incident and the learner's willingness to seek help.

If an employee or learner is found to be in possession of illicit substances while at work or during training, they will be dismissed or removed from training immediately and the police may be contacted.

11. Return to Work or Training

Where support for drug and alcohol misuse involves an employee or learner taking time away, managers or trainers will keep in regular contact. The organisation seeks to return employees to their original roles and learners to their training wherever possible.

For learners, return to training is contingent on ensuring that the individual can participate safely and without risk to themselves or others.

12. Review

This policy is reviewed annually to ensure that it remains up-to-date and effective. It is subject to review and change at any time, including in response to workplace or training incidents and changes to relevant legislation.

Signed: *Michelle McFall*

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To be reviewed: Annually