



Alcohol and Drugs Policy Part 1 of 2

SCT is a responsible employer and attaches the greatest importance to safeguarding the health, safety and welfare of all persons at work in its depots and offices. It is therefore the policy of SCT, to ensure that all its employees, volunteers, service users, visitors to its premises and those who undertake work on its behalf, as far as it is practicable, do so in a safe and secure environment.

As an organisation that provides transportation services, SCT operates in a 'safety-sensitive' industry because its activities have a direct impact on the health/safety of the client groups it caters for, many of whom are vulnerable adults and children. SCT must ensure that all clients are transported to and from their destinations as safely as is practicable without coming to any harm.

SCT does not condone the use of alcohol, drugs or other substances by its employees or volunteers during working hours (or outside working hours) where consumption can impair performance or judgement while at work. SCT therefore has a legitimate interest in an employee's life outside working hours if the consumption of alcohol or drugs becomes an issue at work.

SCT recognises that the misuse of alcohol, drugs or other related substances at work can cause a number of problems at work. These problems, include:

- Frequent accidents at work, which may lead to injury or fatality
- Deterioration in general health
- Absence from work or poor time keeping
- Erratic or unacceptable behaviour such as violence to other employees, customers or members of the public
- Dishonesty and theft (arising from the need to maintain an expensive habit)
- Poor judgement or decision-making
- Loss of concentration or memory
- Deterioration in working relationships with colleagues, managers, customers or management
- Damages to organisation's corporate image/reputation
- Abnormal fluctuations in concentration and energy

It is therefore in the interests of SCT to ensure that its staff and volunteers refrains from behaviour, which could jeopardise its operations, cause injury to users of its services or undermine its public image as a competent provider of transport services. This policy applies to all staff and volunteers of SCT

OTHER CAUSES

Managers should be aware that all the above may also be caused by other factors such as stress and should be regarded only as an indication (not proof) that an employee is misusing either alcohol or drugs.

APPLICATION

This policy will be implemented by applying the following procedures and practice.