

# ALCOHOL AND DRUGS POLICY

## **1. Background**

The Club is mindful of the welfare of its employees and concerned that any use by them of alcohol or drugs should not impair their health, work performance or the safety of themselves, other employees, Club members, contractors or members of the public. It is therefore considered appropriate to have a policy outlining the Club's approach if any of its employees is found to be working at the Club whilst under the influence of alcohol or drugs or becomes dependent on alcohol or drugs. For the purpose of this policy, alcohol or drug dependence is defined as:

“The habitual drinking of intoxicating liquor or the taking of drugs by an employee, whereby the employee's ability to perform his/her duties or behave in a manner commensurate with his/her position is impaired, or his/her attendance at work is affected, or he/she risks endangering the safety of himself/herself or others”.

Drugs properly prescribed by a medical practitioner for the treatment of a medical condition are permitted provided their use does not adversely affect the ability of the employee to carry out his/her normal work duties. The Club should be advised if there is any risk that a properly prescribed drug may affect the work performance of an employee.

## **2. Responsibilities**

The Management Committee is responsible for office staff, greens staff and for house staff, in relation to the implementation of this policy.

The Professional and Caterer are required to have their own H & S Policy, a copy of which must be provided to the Management Committee.

Members of staff and contractors are responsible for ensuring they do not work at the Club whilst under the influence of alcohol or drugs.

Any employee who develops a dependence on alcohol or drugs should discuss the situation in the first instance with his/her line manager.

## **3. Policy**

Any employee or contractor who is found, at any time, to be working at the Club whilst under the influence of alcohol or drugs may be asked to cease work and leave the Club premises immediately and, depending on the circumstances, may be subject to disciplinary action.

Any employee whose dependence on alcohol or drugs has come to the attention of the Club, perhaps through difficulties at work or as the result of a personal approach by the individual concerned, will be encouraged to discuss his/her dependence problem with his/her line manager

and ultimately with a representative from the Management Committee. The employee may then be advised to have his/her problem properly assessed and to obtain confidential medical treatment and counselling. Staff who suspect or know that a colleague has an alcohol or drug problem may wish to encourage him/her to seek help.

An individual has the right to be accompanied/represented by another person of his/her choice in any discussions about alcohol or drug dependence.

The Club will treat reasonable absences from work for advice and treatment for alcohol or drugs dependence as sick leave, provided the person concerned regularly informs the Club of progress and genuinely attempts to overcome the dependence problem. The need for confidentiality will be respected.

If, because of alcohol or drug dependence, an employee's work performance or behaviour is suffering, and this would normally result in disciplinary action being taken, such action will be suspended for an appropriate period during treatment. Should help be refused or treatment unreasonably discontinued or, after a reasonable interval, there is no improvement in work performance or behaviour, disciplinary procedures may be resumed or initiated. Such procedures may result in the termination of an individual's employment.

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