

Alcohol and Substance Misuse Policy



Grass Roots Nursery Group: Alcohol and Substance Misuse Policy

Purpose:

To establish guidelines for addressing alcohol and substance misuse among staff at Grass Roots Nursery Group, ensuring a safe, healthy, and productive workplace environment.

Key Principles:

- **Health and Well-being:** Promote the health and well-being of staff members.
- **Safe Workplace:** Maintain a safe and drug-free workplace.
- **Professional Conduct:** Ensure professional conduct and performance.
- **Confidentiality:** Treat all matters related to alcohol and substance misuse with confidentiality.
- **Support and Assistance:** Offer support and assistance to staff members struggling with alcohol or substance misuse.

Impact of Alcohol and Substance Misuse

Alcohol and substance misuse can have detrimental effects on:

- **Health:** Physical and mental health.
- **Work Performance:** Efficiency, productivity, and quality of work.
- **Relationships:** Interactions with colleagues, customers, and children.
- **Absenteeism:** Increased absences due to substance-related issues.

Company Commitment

The Company is committed to promoting a responsible attitude towards alcohol consumption and offering assistance to employees who require it. Alcohol and substance abuse will be treated as a health problem, and employees will be encouraged to seek professional help.

Treatment and Support

- The Company will treat absences due to alcohol or substance abuse in the same way as sickness absence, provided the employee is obtaining professional treatment and maintaining regular contact with the management team.
- Confidential discussions regarding alcohol or substance misuse will be held.
- The Company will provide support and assistance to employees seeking help.

Performance and Conduct

- Inadequate work performance or unacceptable behavior due to alcohol or substance misuse may be addressed under the Company's Disciplinary Procedure.
- Acknowledging a problem and seeking medical help may be mitigating factors in disciplinary proceedings.
- Gross misconduct related to alcohol or substance misuse may result in immediate dismissal.

- Failure to complete a prescribed course of treatment or relapse may lead to disciplinary action.

Confidentiality

- All matters related to alcohol and substance misuse will be treated with strict confidentiality.

Review and Updates

- This policy will be reviewed annually to ensure it remains relevant and effective.

By implementing this revised policy, Grass Roots Nursery Group demonstrates its commitment to promoting a healthy, safe, and productive workplace environment.