



Staff Handbook

Alcohol and Drugs Policy

ALCOHOL AND DRUGS POLICY

In order to make it easier for all staff to keep themselves informed of Bowerbirdy's policies and any changes made to them, we will highlight any changes made from one update to the other.

New text will be highlighted as follows: **This is new text xxx xxx xxx.**

Any old text that has been deleted will be highlighted as follows: ~~This is old text that has been deleted yyy yy yyyyyy.~~

We hope this will help you to quickly be able to identify any changes made to our policies.

Introduction

Bowerbirdy is committed to providing a safe, healthy and productive workplace for all employees. While Bowerbirdy accepts that the decision to drink alcohol, use prescribed drugs or other substances within the law is a personal affair, equally Bowerbirdy cannot ignore the inappropriate use of substances if they impair job performance or seriously affect the safety of other employees, clients or customers. Bowerbirdy will treat the misuse of alcohol and prescribed drugs as a serious matter and may invoke disciplinary proceedings which may result in action up to and including dismissal. The use of illegal substances is strictly prohibited and will be dealt with accordingly.

Scope

The policy applies to all employees or other personnel who enter into Bowerbirdy's buildings, vehicles, contracted work sites or property.

The policy covers Bowerbirdy's position on the use of alcohol, drugs or other mood-altering substances.

Use of Alcohol and Drugs

Where medically prescribed drugs or pharmaceutical preparations may affect the safety and efficiency of an employee, advice should be taken by the employee from his/her own doctor or pharmacist as to his/her fitness to carry out normal duties and advise the Regional/Duty Manager accordingly.

Drinking alcohol in breaks or before work (off Bowerbirdy's premises) not only impairs performance but can also represent a serious risk to health and safety of the employee and his/her work colleagues and is therefore discouraged.

Bowerbirdy specifically prohibits:

- The use, unauthorised possession, sale, manufacture, distribution on site or the known transportation of controlled substances.
- Unlawful drug use by its employees in the workplace.
- The consumption of alcohol or being under the influence of alcohol in the workplace (before and during work).
- The deliberate use of, as an intoxicant, any solvents, substances or chemicals in the workplace.

An employee who is convicted of an alcohol or drug related criminal offence should immediately report the matter to the Managing Director and supply written details of the offence when these are available. A decision will be taken as to whether any disciplinary action is required.

Other than in clearly defined social or work-based situations (i.e. Bowerbirdy corporate hospitality), the consumption of alcohol on company premises and/or being under the influence of alcohol at work is forbidden and will be dealt with as disciplinary matters.

Self-Referral

Employees are strongly advised that if at any time they feel they have an alcohol, drug or other substance problems, they should seek voluntary help either inside or outside Bowerbirdy or both.

Peer Referral

A colleague/friend, who is concerned about a fellow employee, is encouraged to explain Bowerbirdy's policy on alcohol/drug related problems to the employee in question and urge the employee to seek help.

Referral by Manager

If it appears that an employee has alcohol or drug related problems, then the relevant employee should be presented with the facts observed, and informed of the consequences of continuing to work with alcohol or drug problems. It may be necessary to seek medical advice and/or consider relevant disciplinary action. See further below.

Record Keeping

If problem drinking or drug taking is to be identified and dealt with properly, then the need to keep confidential records is very important.

If absences, illness, behaviour, work performance or other facts are thought to be related to alcohol/drugs, then precise dates, times and details of each incident should be written down and confirmed and used to form the basis of discussion with the employee. This careful attention to detail will also considerably help the medical examination of employees who may have alcohol/drugs related problems.

Disciplinary Action

Disciplinary action may be necessary if Bowerbirdy believes that an employee is involved in the misuse of alcohol or drugs or if in the event of problem drinking or drug taking which leads to behaviour problems in the workplace an employee refuses to accept counselling or treatment and continues his/her behaviour.

Medical Confidentiality

Bowerbirdy has the right to require an employee to attend a medical examination by a doctor of its choice. Bowerbirdy also reserves the right to obtain a medical report from an employee's GP subject to the Access to Medical Records Act 1988.

There will be communication between managers on the subject of fitness to work, however, medical details will remain strictly confidential. Where disciplinary action has been suspended pending the outcome of treatment, managers will be kept informed of attendance and progress.

Bowerbirdy has the right to search any locker allocated to an employee and to require that an employee or any container that an employee may be carrying be searched on Bowerbirdy's premises. Further, Bowerbirdy reserves the right to require its employees to undergo random drugs tests at any time in order to check for the use of any illegal substances.

Failure on the part of an employee to co-operate with Bowerbirdy in the event of a search or testing may in itself represent gross misconduct which may lead to disciplinary action.

NOTE: This Policy was approved by the following officer on 01/01/2025 and is due for review every 1 year:
John-Paul White