

SECTION 10: DRUG AND ALCOHOL POLICY

Introduction

As a company, we believe that the issue of drugs and alcohol in the work place should be treated in the first instance with sympathy, understanding and practical help. Disciplinary steps follow if help provided by the company is to no avail.

How Drugs and Alcohol affect you at Work

The well documented effects of alcohol and illicit drugs show that people using them may not function in an acceptable manner in the work place. For example such misuse can lead to:

- Absenteeism and unreliability
- Decrease in quality and quantity of work
- Significant mistakes and misjudgements
- Complaints from customers
- Problems with other employees
- Damage, lost production and suffering resulting from long-term health problems
- Lack of concentration, misuse of equipment and accidents at work



What Business is it of the Company to tell me what I can and can't do after work?

The Company is only interested in as much as it affects your performance at work, or your long-term health.

An example of this is Ecstasy, which has a pharmacological effect occurring in two phases. The initial stimulant effect is followed by a second phase with excessive physical fatigue and depression lasting several days. This second phase can involve poor co-ordination, clumsiness or even a tendency to fall asleep, which can have serious safety implications.

Drugs and The Law

In the UK the Misuse of Drugs Act 1971 and Misuse of Drugs Regulations 2001 divides controlled drugs into three classes A, B and C.

Class A	- Heroin and other opium derivatives, cocaine and LSD
Class B	- Amphetamines
Class C	- Cannabis and Tranquillisers

- It is an offence under the act to possess, supply or produce controlled drugs without authority
- It is also an offence for an individual knowingly to allow such drugs to be supplied, offered for supply or produced and in some cases used on the premises for which they are responsible.
- The presence of drugs in the work place cannot be ignored. There are serious implications for employers, employees and hospitality managers whose customers are involved in such behaviour.

- In the case of licensed premises, licensees should be aware that lack of control of this kind of activity can lead to loss of licences, business reputation and consequently loss of business.
- Staff must be trained to be vigilant and observant in dealing with customers and their possible illegal activities.
- Any evidence of illicit drug use including finding substances or equipment on the premises should be reported to the police.

Licensees Responsibilities Regarding the Sales and Control of Alcohol on Licensed Premises

Alcohol, unlike certain classes of drugs, is not an illegal substance, however there are controls on its sales and use. Under the Licensing Act 1964 it is an offence for Licensees to:

- Permit drunkenness on the premises
- Permit violent or disorderly conduct
- Sell liquor to a person who is drunk

Beales Hotels and Drugs and Alcohol

Our Policy on Drugs and Alcohol misuse is in six parts:

- i) Training
- ii) Prevention
- iii) Recognition
- iv) Help
- v) Monitoring
- vi) Discipline

i) Training

- The Company commit to offer training on drug and alcohol misuse to all interested members of staff annually.
- The company commits to providing a resource of materials on drugs and alcohol to all management teams, and to ensuring notice boards are kept up to date with leaflets and posters for staff information.

ii) Prevention

- The company commits to preventing easy availability of drugs and alcohol to its staff; ways of preventing drugs and alcohol misuse include:
 - a) Regular staff accommodation checks
 - b) Regular locker room checks
 - c) Tight control of keys for Bar and Cellar areas
 - d) Tight control of Bar stocks
 - e) A ban on the acceptance of gifts from suppliers
 - f) A ban on staff staying around hotel premises when not on duty

iii) Recognition

- The Company maintains the right to interview any member of staff where a reasonable suspicion exists of drugs or alcohol abuse.
- The Company maintains the right to carry out testing if a suspicion exists that a member of staff has been systematically abusing alcohol or drugs, and that their behaviour is affecting their performance in the work place.
- The test would be unannounced, usually via a urine test.
- Another person may be present to prevent tampering with the results.

iv) Help

- The Company believes firmly in looking after all the staff, and so the initial emphasis is on help rather than discipline if it is established that someone has a problem that is affecting his/her performance at work or his/her long term health.

The help given will depend on each case but examples include:

- a) Time off for assistance at a local Group Therapy Class i.e. Alcoholics Anonymous (020 7403 0888) or, via The National Drugs Helpline (0300 123 6600)
- b) Referral to a specialist clinic or hospital.
- c) Involvement of the family (partner, spouse, children or parents) to pull together – help the person combat their problem.

v) Monitoring

The Company reserves the right to continue monitoring the performance of members of staff who have been helped with their misuse of drugs and alcohol, where a problem with their work performance is ongoing. This could take the form of:

- a) Regular testing
- b) Random testing
- c) Interviewing
- d) Consultation with their GP
- e) Consultation with their family
- f) Consultation with local specialist drug and alcohol agencies.



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vi) Discipline

If, after Steps (i) – (v) have been carried out, and there is still an ongoing problem with a member of staff's drug or alcohol misuse, then the Company reserves the right to follow through with its Standard Disciplinary Procedure.

Instant dismissal will occur if a member of staff is found to be

- a) Dealing in Category A or B drugs or alcohol on Hotel premises with other staff or guests
- b) Dealing in either A or B drugs or alcohol off Hotel premises with other staff

SUMMARY

The Company believes in a welfare-based policy towards drugs and alcohol misuse, with a range of ways of dealing with the problem within the workplace.