

Lewisham Islamic Centre

Alcohol & Drugs Free Workplace Policy

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Revision history

Version	Date	Description of Revision	Version	Date	Description of Revision
1.0	20/12/10	Policy finalised	3.0	01/01/21	Amended Charity Number
2.0	01/07/19	Notes added; layout modified			

The latest version of this policy will always be on the intranet.

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ALCOHOL AND DRUGS FREE WORKPLACE POLICY

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In the Name of Allah, the Most Merciful, the most Compassionate

1. Overview

- 1.1.** **Lewisham Islamic Centre (LIC)** is committed to providing a safe, healthy and productive working environment for all employees, contractors, service-users and visitors involved in its operation. To help foster that atmosphere, it is important that everyone understands the basic ground rules that **LIC** has laid down relating to the use and abuse of alcohol and drugs.
- 1.2.** Although **LIC** has a legal duty to protect employees' health, safety and welfare, any employee or contractor (together called a staff member in this policy) who deliberately contravenes the terms of this policy will face disciplinary action; which could result in their dismissal or termination of their contract.
- 1.3.** If anyone has any questions or concerns about **LIC's** stance on alcohol or drugs, or the operation of this policy, please address them to the Centre Coordinator.
- 1.4.** This policy sets out **LIC's** aims in reducing and managing alcohol and drug problems at the Centre.

2. Policy Aims and Objectives

2.1. Aim

- 2.1.1.** To clearly state **LIC's** position on alcohol and drugs within the **Centre**.

2.2. Objectives

- a) To ensure **LIC** complies with appropriate legislation
- b) To minimise the risks associated with alcohol and drugs at the Centre
- c) To have clear rules regarding alcohol and drugs in the workplace

- d) To provide employees with educational/awareness programmes on the adverse health effects of alcohol and drugs
- e) To encourage the early identification of employees who may be experiencing alcohol or drug problems
- f) To provide support for employees experiencing alcohol and drug problems
- g) To provide training and support to line managers, ensuring that they are equipped to support employees experiencing problems

3. Definitions

- 3.1. **Alcohol problem** - An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.
- 3.2. **Drugs** - Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane, etc. In the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.
- 3.3. **Drug problem** - The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

4. Legal

- 4.1. **The Management of Health and Safety at Work Regulations, 1999** requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.
- 4.2. **The Health and Safety at Work Act, 1974** requires employers to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.

4.3. The Misuse of Drugs Act, 1971 is the main legislation covering drugs and categorises them as classes A, B and C. These drugs are called controlled substances and class A drugs are considered to be the most harmful under this act. It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal drugs. Employers may be liable if they knowingly allow dispensing, manufacturing, possession, using or selling on their premises.

5. Policy Rules

- 5.1. LIC** requires all employees to report for duty free from the effects of alcohol and drugs. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work, this includes the un-paid breaks.
- 5.2.** Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.
- 5.3.** In some cases, the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instances, employees should inform their line manager.

6. Education

- 6.1. LIC** is committed to promoting healthy lifestyles to employees via its several fitness programmes.
- 6.2.** Training will be provided for managers to outline their responsibilities for enforcing this policy and additional support can be sought from the Human Resources Advisor.
- 6.3.** New managers will be made aware of their responsibilities in relation to this policy via **LIC's** induction programme. New staff will also be made aware of this policy at induction and will be sent a copy with their contract of employment.
- 6.4.** This policy will be available to all staff via the staff intranet.

7. Identification of a problem

7.1. Alcohol and drug problems may become apparent through several means, for example the following (particularly in combination) may result in a problem being suspected:

- a) Persistent short-term absence
- b) Unauthorised absence
- c) Poor time keeping
- d) Reduced work performance
- e) Poor working relationships
- f) Deterioration in appearance

7.2. However, it must be remembered that these factors can have several other causes.

7.3. Employees experiencing alcohol or drug problems may first become apparent to their colleagues. If a member of staff suspects an alcohol or drug problem in a colleague, they should either:

- ✓ Encourage the person to seek help from support agencies
- ✓ Report the matter to a line manager (particularly if the person is involved in a critical job).

8. Alcohol

8.1. **LIC's** policy is to forbid the consumption of alcohol on its premises or at our sponsored events. **LIC** will not tolerate drunkenness as an excuse for inappropriate or dangerous behaviour.

8.2. Staff members who as part of their duties are required to entertain, or to attend functions, conferences or presentations on behalf of **LIC** at which alcohol is consumed; must **NOT DRINK AT ALL**.

8.3. Whilst the organisation will not interfere with, nor pry into anyone's activities outside of work, it does take a keen interest in the performance and conduct of its staff members whilst at work or carrying out work-related activities.

- 8.4. If outside activities impinge on those work-related activities, **LIC** reserves the right to take such steps as it deems necessary to protect the Centre, its staff members and worshippers.
- 8.5. **LIC** also reserves the right to send home any staff member who turns up for work still under the influence of alcohol:- where a senior manager in his or her absolute discretion considers that the staff member's performance will be adversely affected or will adversely affect other members of staff or the Centre.
- 8.6. This will also apply where a staff member turns up for work smelling of alcohol or in any other way that could be deemed unsuitable for carrying his/her duties.
- 8.7. Any staff member sent home in accordance with this policy will not conduct any services on behalf of the organisation until they are deemed to be fit to work.
- 8.8. Staff members who regularly turn up for work under the influence of alcohol may be disciplined or dismissed or have their contract terminated after one prior written warning has been issued.

9. Drugs

- 9.1. The possession, use or distribution of drugs for non-medical purposes on **LIC's** premises or at our sponsored events is strictly prohibited.
- 9.2. If **LIC** suspects there has been a breach of this prohibition or that a staff member's work performance or conduct has been impaired through drug abuse, **LIC** may require the staff member to undergo medical examinations or tests to determine the cause of the problem.
- 9.3. **LIC** reserves the right to send home any staff member who turns up for work whom they believe are under the influence of drugs:- where a senior manager in his or her absolute discretion considers that the staff member's performance will be adversely affected or will adversely affect other members of staff or the Centre.
- 9.4. If, having undergone a medical examination or test, it is confirmed that a staff member has been positively tested for a prohibited drug, or if the staff member admits that he or she has a drug abuse problem, **LIC** will support the staff into appropriate & agreed treatment. However, if no treatment agreement / action plan is reached, disciplinary or performance management procedures may be followed.

10. Organisational and Management Support

- 10.1.** LIC needs to identify, at an early stage, individuals with problems relating to the abuse of alcohol/drugs in order to provide advice and assistance in overcoming such problems.
- 10.2.** Employees who suspect or know they have a drug or alcohol related problem are actively encouraged to seek help and treatment voluntarily.
- 10.3.** Employees are strongly encouraged to discuss any drink or drug problems with their manager or any other manager within the organisation. **Any such information will be kept strictly confidential.**
- 10.4.** LIC will afford such support and advice as it reasonably can in such a situation, but where there appears no reasonable prospect that the staff member will be able to continue his or her work in a manner satisfactory to the Centre, LIC may dismiss the employee or terminate the contract.

11. Implementation, monitoring and review of this policy

- 11.1.** This policy already took effect from December 2010. The Management has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and additionally whenever there are relevant changes in legislation or to our working practices.
- 11.2.** As this policy constitutes a change in employment terms and conditions, employees will be given a 12-week notice period of the policy taking effect. This policy's notice period commenced on the 1st March 2011.
- 11.3.** LIC's Health and Safety Committee is responsible for monitoring how this policy works in practice. The HR Department will compile an annual report on the implementation of the policy to be presented to this committee. The report will include compliance levels, awareness amongst staff and implementation by managers.
- 11.4.** This policy will be reviewed in 12 months.