

# PO176 SUBSTANCE ABUSE POLICY AND PROCEDURE

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## Policy

### Substance Abuse

CVS Falkirk is committed to maintaining a safe, healthy and productive work environment free of the misuse of drugs, alcohol, solvents and related substances. Substance abuse (of any of the aforementioned items) cannot only impair employee health and performance, but can also create unsafe working conditions for the individual and his or her colleagues.

We forbid the use, possession, concealment, transportation, promotion or sale of prohibited substances by employees whilst on CVS Falkirk premises or in our vehicles or on client premises. Contravention of this will be considered gross misconduct and employees will be subject to action under the CVS Falkirk's disciplinary procedure up to and including dismissal.

Employees are not permitted to consume alcohol during working hours including lunch time break.

## Guidance

You must not report for work under the influence of a prohibited substance. "Under the influence", means that there is a sufficient amount of the substance in the employee's system to produce a positive result from a medical test or breathalyser unit, and/or that the employee shows erratic abnormal behaviour likely to pose a risk to others, or to interfere with their job performance.

Employees may be tested at any time during working hours where they are suspected of being "under the influence" or where the organisation has reasonable cause to believe they are under the influence.

A "substance" is defined as a material that chemically modifies the body's functions resulting in physical, psychological or behavioural change.

A "prohibited substance" means a controlled drug as defined in the Misuse of Drugs Act 1971 or any other substance including prescription and over-the-counter medication taken in such a manner as to impair the individual.

These include, but are not limited to:

- Cannabinoids
- Cocaine
- Opiates
- Amphetamines
- Barbiturates
- Benzodiazepine
- Phencyclidine
- Propoxyphene
- Methadone
- Solvent or solvent based products
- Alcohol

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“Substance abuse” means the use of a prohibited substance.

“Positive test result” for the purposes of alcohol means the presence at a level higher than 50 milligrams per 100 millilitres of blood (i.e. the UK “drink driving” limit).

If an employee is suspected of being “under the influence” they may be required to undertake a test and/or may be sent home. They may also be subject to action under the organisation’s disciplinary procedure up to and including dismissal (see PO51 Disciplinary Procedure – Gross Misconduct).

CVS Falkirk will try and assist those employees who come forward voluntarily with any substance abuse problem. In such circumstances the organisation will treat substance abuse as a health problem and allow employees to seek professional assistance. CVS Falkirk will treat all relevant discussions in strict confidence. However, if such employees fail to complete a prescribed course of treatment or have a relapse following treatment, the matter will be dealt with under the organisation's PO51 Disciplinary Procedure.

Where alcohol is offered at a pre-arranged works function, you are advised to drink sensibly and in moderation, and to refrain totally if you are driving.

Related Policies:	PO51 Disciplinary
Related Documents:	none
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