

# Drugs and Alcohol and Other Illegal Substances Policy

SM Facilities Management Ltd does not tolerate staff presenting themselves for duty under the influence of drugs, alcohol or any illegal substances or "legal highs".

For staff who work directly with children, presenting themselves for work under the influence of drugs, alcohol or any illegal substance will be deemed as misconduct or gross misconduct and subject to immediate suspension from duty and subject to our disciplinary procedure. The employer will consider this a probable dismissible offence.

Staff should be cognisant of the fact that prescribed medication may affect their ability to care for children and should seek medical advice and, as necessary, discuss this, in confidence, with the employer.

For other staff presenting themselves for work under the influence of drugs, alcohol or any illegal substance this will be deemed misconduct and subject to immediate suspension from duty and subject to our disciplinary procedures.

Any member of staff who brings any illegal substance onto the premises will be reported to the police and suspended from duty and subject to our disciplinary procedure.

No member of staff shall consume alcohol while on duty.

Should it come to the attention of Simon Malik [SM Facilities Management Ltd] that an employee has brought into disrepute themselves, [SM Facilities Management Ltd] or their profession outside working hours by association with drugs or alcohol, at the employer's discretion, this may become a disciplinary matter.

Where it comes to the notice of the employer that a staff member has a dependency problem, wherever possible Simon Malik [SM Facilities Management Ltd] will offer advice and support, always providing that the staff member genuinely wishes to take positive action.

This implementation of this policy is the responsibility of Simon Malik [Operations Director].

Approved By: Simon Malik

Date: 11/01/2021

Policy review date: 11/01/2022