



## **Alcohol, Drugs and Substance Abuse Policy**

### **Statement regarding alcohol and illegal drugs**

York St John Students' Union (YSJSU) philosophy is very clearly defined. We disapprove of drug misuse and its associated culture. We make no concession which will encourage customers or employees who want to use our premises for such purposes. Whilst we will offer care and assistance to any customer in trouble, any person in possession of drugs will be removed from our premises.

It is YSJSU's policy to have any person who is in the possession of, or tries to sell drugs reported to, and arrested by, the police (in accordance with the local police policy).

### **The Policy as it applies to All Employees**

As a Business with the policy stated above for our venue and customers, we must expect high standards from all employees.

These rules are applicable to every employee or potential employee.

### **Alcohol**

- The policy is to forbid the consumption of alcohol by employees whilst on YSJSU business, whether on or off business premises (unless an employee has been given specific permission for reasonable and responsible alcohol use).
- Any employee who is found consuming (unauthorised) alcohol on the premises or any employee who is found to be intoxicated or under the influence of alcoholic beverages at work, will face disciplinary action under YSJSU's disciplinary procedures.
- If an employee arrives for work under the influence of alcohol, YSJSU reserves the right not to allow the employee to remain on the premises and to suspend them pending disciplinary investigation.

### **Drugs / Substances**

- The business will not employ anyone who is known as an illegal drug user or trafficker.
- Being under the influence, in possession, use or distribution of non-prescribed or prescribed drugs for non-medical purposes when on YSJSU business, whether on or off business premises, is strictly forbidden.

- If you are prescribed drugs by your doctor, that may affect your ability to perform your work in any way, you must discuss this with your Line Manager.
- YSJSU reserves the right to search you or any of your property held on business premises and / or any motor vehicle in your possession or control if there are reasonable grounds to believe that our policy relating to the prohibition of drugs or substances is being, or has been infringed. The search will be carried out in accordance with YSJSU rules. If you refuse to comply with a requested search procedure, your refusal will normally be treated as amounting to gross misconduct and will result in disciplinary action under the YSJSU disciplinary procedure.
- In an attempt to enforce the policy, all employees are required to support management by reporting to their Line Manager, any drug use or trafficking on business premises.

## General

- Any employee arrested for drug, substance or alcohol related offences, even out of work, would be considered in breach of the Business's policy. YSJSU may proceed to deal with the matter under the terms of its disciplinary procedure and summary dismissal is likely to result.
- Any employee who suspects another employee of drug, substance or regular alcohol misuse must report this to the Line Manager.
- As a part of its employee development programme YSJSU will endeavour to educate and inform employees about the consequences of alcohol, drug and substance abuse.