

## Green Templeton College University of Oxford

### Alcohol, Drugs and Substance Abuse Policy

#### Policy statement

Green Templeton College has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees and similarly staff have a responsibility to themselves and their colleagues. The use of alcohol, drugs and other substances may impair the safe and efficient running of the College and/or the health and safety of employees.

The effects of alcohol, drugs and other substances can be numerous:- (These are examples only and not an exhaustive list).

- a) Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc.)
- b) Higher accident levels (e.g. at work, elsewhere, driving to and from work)
- c) Work performance (e.g. difficulty in concentrating, tasks taking more time, making mistakes etc.).

*In order to provide the support and assistance which is necessary for employees experiencing alcohol, drugs or substance misuse Green Templeton College is committed to:-*

- the fair, dignified and sympathetic treatment towards employees in cases where a work related problem of alcohol, drugs or substance misuse has arisen
- encouraging employees experiencing alcohol, drugs or substance misuse to come forward to seek assistance *before* a work related problem arises
- providing employees with access to agencies providing expertise in alcohol, drugs or substance misuse and/or counselling
- giving employees the right to strict confidentiality, both in any internal discussions which may take place and in using any external agency

If performance or attendance at work is affected as a result of alcohol, drugs or substance misuse, or there is a belief that a staff member has been involved in any misuse related action/offence, the staff member may be subject to disciplinary action and suspended from work pending disciplinary investigation. Dependent on the circumstances, this could lead to dismissal.

Where alcohol is provided at College events, for example, the Garden Party and the Christmas Party, it must not be consumed in excess or adversely affect conduct.