### **EXAMPLE**

### **Smoking, Alcohol, and Drug Policy**

#### **1. Policy Statement**

The company is committed to fostering a safe, healthy, and productive work environment that prioritises employee wellbeing and fitness. This policy outlines the company’s stance on smoking, alcohol, and drug use in the workplace, including support for employees facing related challenges. The company discourages smoking, emphasising wellness and fitness rather than productivity, in alignment with new smoking regulations that come into effect in 2024. This policy also ensures compliance with relevant UK laws, including the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971.

#### **2. Scope**

This policy applies to all employees, contractors, and temporary staff, regardless of role or location, including those working remotely or off-site on company business. It covers the use of cigarettes (including e-cigarettes/vapes), alcohol, and drugs (whether illegal, prescription, or over the counter) that may impair job performance or pose safety risks in the workplace.

#### **3. Smoking Policy**

##### **3.1. Smoking in the Workplace**

Smoking, including the use of e-cigarettes or vaping devices, is strictly prohibited in all enclosed company premises and vehicles in compliance with the **UK Smoking Ban (Health Act 2006)** and **upcoming 2024 smoking regulations**. The 2024 regulations further limit smoking near entrance points to protect employees from secondhand smoke and emphasise smoking reduction as a public health initiative. The company discourages smoking to promote wellness and fitness, recognising the impact smoking has on long-term health, fitness, and overall wellbeing.

Employees who smoke are encouraged to seek help through available resources to quit, including smoking cessation programmes, as part of the company’s wider wellness initiatives.

##### **3.2. Smoking Areas and Breaks**

Smoking is only permitted in designated outdoor smoking areas. In accordance with the 2024 regulations, these areas must be situated a minimum distance from entrance points to ensure that no smoke enters buildings or affects non-smoking employees.

* Smoking is only allowed during designated break times (e.g., lunch or rest breaks).
* Additional smoking breaks during working hours are discouraged, and any such breaks must not interfere with employees’ responsibilities or duties.

##### **3.3. Smoking Cessation Support**

As part of the company’s wellness and fitness initiatives, employees are encouraged to quit smoking. The company offers access to smoking cessation programmes, which may include:

* Access to health and wellness resources aimed at smoking cessation.
* Referral to local or national quit-smoking services (e.g., NHS Smokefree).
* Time off for smoking cessation treatments or counselling if required.

#### **4. Alcohol Policy**

##### **4.1. Alcohol Use in the Workplace**

The consumption of alcohol during work hours is prohibited unless authorised for work-related events or functions. The company prioritises the health and safety of all employees, and any impairment due to alcohol that affects performance, or safety will not be tolerated. Employees are expected to:

* Not consume alcohol during working hours without prior management approval (e.g., at work-related events).
* Refrain from attending work under the influence of alcohol or in a state that may impair job performance or pose safety risks.

Employees found under the influence of alcohol at work may be required to leave the premises and will be subject to disciplinary action, in accordance with the company’s disciplinary procedures.

##### **4.2. Alcohol at Work-related Functions**

At work-related events where alcohol is served (e.g., corporate parties or networking events), employees are expected to consume alcohol responsibly. Any inappropriate behaviour resulting from excessive alcohol consumption that impacts the company’s reputation, workplace safety, or colleagues may lead to disciplinary action.

##### **4.3. Alcohol Dependency Support**

The company recognises that alcohol dependency is a medical condition and is committed to supporting employees who seek help for alcohol-related issues. Employees struggling with alcohol dependency are encouraged to:

* Speak confidentially to HR or their line manager to seek help.
* Access support services, including the **Employee Assistance Programme (EAP)** and referrals to external counselling or rehabilitation programmes.

Reasonable accommodations, such as time off for treatment or adjustments to work duties, will be considered to support employees in recovery.

#### **5. Drug Policy**

##### **5.1. Illegal Drug Use**

The company maintains a zero-tolerance policy on the use, possession, or distribution of illegal drugs in the workplace or during work-related activities. Illegal drug use is a serious offence under the **Misuse of Drugs Act 1971** and will result in immediate disciplinary action, up to and including dismissal, as well as possible referral to law enforcement.

##### **5.2. Prescription and Over-the-counter Medication**

Employees who are prescribed medications or take over-the-counter drugs that may impair their ability to safely perform their duties must notify their line manager or HR. The company will treat this information confidentially and may:

* Offer reasonable adjustments to work duties or schedules to ensure safety.
* Allow for temporary leave if necessary.
* Ensure a return-to-work plan that aligns with the employee’s health needs.

Misuse of prescription or over-the-counter medications will be treated as a serious violation and may result in disciplinary action.

#### **6. Managing Alcohol and Drug-related Incidents**

##### **6.1. Recognising Impairment**

Managers are responsible for recognising the signs of impairment due to alcohol or drugs and for taking appropriate action. Common signs include:

* Erratic or impaired behaviour, such as poor coordination or emotional instability.
* Slurred speech, confusion, or a strong smell of alcohol.
* Decline in job performance or frequent absenteeism.

If impairment is suspected, the manager should:

1. Remove the employee from any safety-critical tasks.
2. Privately address the concern with the employee and involve HR.
3. Document the incident and follow the company’s disciplinary procedures.

##### **6.2. Addressing Incidents**

If it is confirmed that an employee’s performance or behaviour is impaired by alcohol or drugs, immediate action will be taken, which may include:

* Sending the employee home and placing them on leave pending further investigation.
* A formal meeting with HR to discuss the incident and determine next steps.
* Offering support through EAP or a referral to relevant support services if alcohol or drug dependency is identified.

Repeated incidents or refusal to seek help for a substance-related issue may result in disciplinary action, including termination.

#### **7. Support for Employees with Alcohol or Drug Dependency**

##### **7.1. Employee Assistance and Support**

The company is dedicated to supporting employees who seek help for alcohol or drug dependency. Employees who voluntarily disclose issues will be provided with:

* Access to confidential support through the **Employee Assistance Programme (EAP)**, which offers counselling and referrals to specialised treatment providers.
* Adjustments to work duties or schedules to accommodate treatment or recovery.
* A return-to-work plan after treatment, with regular check-ins to monitor progress and ensure the employee receives ongoing support.

##### **7.2. Confidentiality**

All disclosures regarding alcohol or drug dependency will be handled with the utmost confidentiality. Information shared by employees will only be disclosed to HR and relevant management personnel on a need-to-know basis to facilitate support and workplace safety. All health-related information will be managed in compliance with the **Data Protection Act 2018**.

#### **8. Smoking, Alcohol, and Drug-related Wellness Initiatives**

The company actively promotes wellness and fitness through a range of initiatives aimed at reducing smoking, alcohol consumption, and drug misuse. Employees will have access to:

* Wellness programmes, with the focus on healthy lifestyle choices, fitness, and smoking cessation.
* Regular workshops or seminars on the health impacts of smoking, alcohol, and drugs.
* Resources and information on national health campaigns and local support services.

#### **9. Legal Compliance**

This policy complies with all relevant UK laws, including:

* **Health and Safety at Work Act 1974**: Requiring employers to ensure a safe working environment.
* **Misuse of Drugs Act 1971**: Prohibiting illegal drug use in the workplace.
* **Smoking Ban (Health Act 2006)** and **2024 smoking regulations**: Restricting smoking in public places and near entrance points, emphasising smoking cessation for health reasons.
* **Data Protection Act 2018**: Ensuring confidentiality of employees’ personal health information.

#### **10. Training and Awareness**

All employees will receive training on this policy during their induction and through regular refresher courses. This training will cover:

* The health and safety risks associated with smoking, alcohol, and drug use.
* The support available for employees who wish to quit smoking or seek help for alcohol or drug dependency.
* The company’s expectations regarding behaviour at work and work-related events.

Managers will receive additional training on how to handle incidents related to substance use and how to support employees who may need help.

#### **11. Review of Policy**

This policy will be reviewed regularly to reflect changes in legislation, employee needs, and best practices in health and wellness. Employees will be informed of any updates, and their feedback will be taken into consideration during the review process.