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Introduction

<<Company>> are responsible employers. This is why we have set out this policy to protect our employees and to help us comply with the law. Problems caused by alcohol abuse can cause harm to themselves, to their colleagues and to the company.

- The Health and Safety Commission has a duty to ensure the health and safety of their employees as well as the public.

Alcohol abuse is a serious problem for many of our employees very seriously. It affects the health, safety and welfare of our employees who develop alcohol related problems. This can affect their performance.

It is the duty on employers to provide a safe working environment for the health, safety and welfare of all workers on the premises.

Aims of the Policy

This policy aims to:

- Promote awareness of alcohol abuse and its effects
- Encourage a sensible approach to alcohol consumption
- Ensure that the Company complies with its legal obligations;
- Indicate restrictions on alcohol consumption
- Protect Employees from alcohol related incidents
- Support Employees with alcohol related problems.

and addiction; alcohol abuse; legal obligations; alcohol consumption; and alcohol related incidents.

Health and Safety

In a social environment the consumption of alcohol is an accepted part of life. In the workplace however it can impair performance and the health of the individual and those around them in the workplace.

Alcohol abuse is an accepted part of life. In the workplace however it can impair performance, and can place both the individual and those around them in the workplace at risk.

In the workplace alcohol abuse can take two forms:

- Occasional alcohol consumption
- Consistent alcohol consumption

and alcohol abuse.

Problems arising from the first category will be more likely to involve long term health problems. The health of the individual employee will be affected and the safety of those around them.

Problems arising from the second category are more likely to be of misconduct whilst the second category is more likely to be of health issues. In either case the health of the individual employee will be affected and the safety of those around them.

While it will be clear if an individual is drinking alcohol in the workplace, alcohol abuse may be less obvious. Symptoms of alcohol abuse include:

- Frequent alcohol consumption
- Unusual behaviour
- Unkenable odour
- Spasms
- Poor performance

Alcohol abuse may be less obvious. Symptoms of larger scale systematic alcohol abuse include:

- Frequent alcohol consumption on Mondays and Fridays;
- Unusual behaviour
- Unkenable odour
- Spasms
- Poor performance

Restrictions on Drinking Alcohol at Work

- Unless it is formally approved by the Company, employees may not consume alcohol during normal working hours.
- Alcohol must not be consumed in the workplace if it is likely to affect the individual, colleagues or visitors.

Employees may not consume alcohol during normal working hours if it is likely to affect the individual, colleagues or visitors. In consequence the safety of the workplace must be maintained.

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- Alcohol must not be consumed [of any individual's duties] when [for example when involved in functions]
- Employees are not obliged to wear a uniform on the consumption of alcohol and should be held to be incapable of performing their duties
- Employees who are incapable of performing their duties immediately removed from duty
- Employees will be held to be incapable of performing their business they cause an accident or injury if the incident occurred due to the Employee's

quantities to impinge on the exercise of their duties outside normal working hours, for example when involved in functions.

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Disciplinary Action

Employees who are unfit or otherwise incapable of performing their duties liable for disciplinary action, may be found guilty and face summary dismissal.

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Procedure

- In the event that an employee is found to be incapable of performing their duties will treat it as a health matter and refer the employee to the appropriate disciplinary matters that may apply.
- All alcohol related issues will be dealt with in a fair and equitable manner. The individual responsible for a problem will be held accountable and interested employees in consultation with the Company will be kept informed.
- All requests for help or advice will be dealt with in a fair and equitable manner. All information gathered as a result will be held in confidence.
- After receiving any appropriate advice, the Company will provide support to any affected employees [and where appropriate to the Company.] Where an employee is found to be incapable of performing their duties any disciplinary action may be taken.
- The Company reserves the right to suspend employees of pay, or require them to perform lighter duties at the same rate of pay.
- Following effective treatment, the Company will endeavour to return an employee to the same role previously fulfilled by the employee [and where this is not possible, to an alternative role].
- In the event that an employee is found to be incapable of performing their duties problem suffers a relapse the Company will provision for any further treatment or disciplinary action.
- If it is considered that the relapse is due to an alcohol related problem the Company will provision for a reduction of such problem.

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This policy has been approved &

Name: <<Insert F

Position: <<Insert P ces Manager>>

Date: <<Date>>

Signature:

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