#### Introduction

<<Company>> are responsible employ This is why we have set out this policy temployees and to help us comply with problems cause harm to themselves, to

> The Health and Safety and healthy working er of their employees as v

# Aims of the Policy

This policy aims to:

- Promote awareness of
- Encourage a sensible a
- Ensure that the Compa
- Indicate restrictions on
- Protect Employees fror
- Support Employees wit

# **Health and Safety**

In a social environment the consumption workplace however it can impair perfort the individual and those around them in

In the workplace alcohol abuse can tak

- Occas
- Consis

Problems arising from the first category will be more likely to involve long term individual employee will be affected and

While it will be clear if an individual is d abuse may be less obvious. Symptoms

- Frequence
- Unusu
- Unken
- Spasn
- Poor r

## Restrictions on Drinking Alcohol at \

- Unless it is formally approved to alcohol during normal working consumption of alcohol.
- Alcohol must not be consumed individual, colleagues or visitors

ons to our employees very seriously., safety and welfare of our who develop alcohol related formance.

duty on employers to provide a safe e health, safety and welfare at work ctors on the premises.

nd addiction;

oligations;

use; and

s an accepted part of life. In the te behaviour, and can place both ealth.

; and

of misconduct whilst the second ues. In either case the health of the nd safety of those around them.

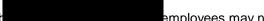
of larger scale systematic alcohol

and Fridays;

sm;

iene;

er productivity; or



employees may not consume capable of work through the

consequence the safety of the



- Alcohol must not be consumed of any individual's duties] when example when involved in func
- Employees are not obliged to v consumption of alcohol and she
- Employees who are incapable immediately removed from duty
- Employees will be held to be co business they cause an accide occurred due to the Employee'

## **Disciplinary Action**

Employees who are unfit or otherwise in liable for disciplinary action, may be found dismissal.

#### Procedure

- In the event that an employ will treat it as a health matt disciplinary matters that ma
- All alcohol related issues w individual responsible for a interested employees in co
- All requests for help or adv gathered as a result will be
- After receiving any appropriation affected employees [and w Company.] Where an emplany disciplinary action may
- The Company reserves the of pay, or require them to ta
- Following effective treatme will endeavour to return an employee [and where this i
- In the event that an employ problem suffers a relapse t provision for any further tre dismissal.
- If it is considered that the v an alcohol related problem a reduction of such probler

uantities to impinge on the exercise side normal working hours, for lity.

der to be incapable through the matter to <<individual/title>>.

umption of alcohol should be <<individual/title>>.

event that whilst on Company anything, and that the incident

he consumption of alcohol will be lot, and may face summary

ohol related problem the Company xcuse the employee from any of the e Company disciplinary policy.

ctive and sympathetic manner. The Il/title>> who will also provide any re to seek more information or help.

ctest confidence and all information Data Protection Act 1998.

mpany will provide support to any table treatment, to be paid for by the able course of action or treatment

byees lighter duties at the same rate appropriate

y disciplinary action the Company ame role previously fulfilled by the alternative].

atment for an alcohol related
] [is under no obligation to make]
h question [will] [may] face summary

re is the cause or a contributor to easonably practical steps to ensure

# This policy has been approved &

Name: <<Insert F

**Position:** <<Insert P

Date: <<Date>>

Signature:

S

ces Manager>>