



Alcohol and Drugs Policy 2025 - 2026

Aims

Future Roots recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business.

The impact of drug and alcohol misuse can range from absenteeism, low productivity, increased disciplinary action injury in the workplace and poor team working. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned.

The policy applies to all workers and employees from senior managers to temporary workers.

Responsibility

Future Roots encourages all staff to take responsibility for awareness of the problems, but ultimately responsibility for the operation of this policy lies with a Director.

All staff who become concerned that a colleague may be under the influence of alcohol or drug misuse have a duty to raise the matter with their supervisor or a manager on site.

Definitions

Alcohol misuse is defined as consumption of alcohol during working hours or attending work under the influence of alcohol.

Drug misuse refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents.

During working hours includes during breaks or on the way to work.

The Rules

Future Roots does not permit:

- Anyone to undertake drug or alcohol misuse during working hours;
- Arrive for work under the influence of drugs or alcohol.
- Our staff to encourage others to misuse alcohol or drugs in any way.
- Staff being in situations in the community where the misuse of drugs or alcohol will bring the organisation into disrepute.

Safeguards

Future Roots recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:



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- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness;
- it will be recognised that relapses do occur;
- this policy will be monitored and reviewed regularly to ensure that it continues to be appropriate and effective in maintaining organisational integrity and supporting staff.

Confidentiality

If an employee requests help from Future Roots prior to the management team being aware of any difficulties, then any information regarding that employee's problems with drugs or alcohol will be treated as confidential. This is subject to any legal obligations and or public safety concerns.

Help

We can offer practical support to those experiencing problems, for example, we may be able to refer employees to an appropriate advisory service. Future Roots encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

Testing

Future Roots reserves the right to carry out random testing of employees in relation to substance or alcohol misuse. Employees may be asked by their Manager to go to a medically qualified person to give a sample of blood, urine or hair or may be required to undertake a breathalyser test in the office.

Employees will not be given any prior warning that they have been selected for testing. Although drug and alcohol testing cannot be enforced in law and is permissive failure to comply with a fair and reasonable request may result in disciplinary action.

If the results of any test show that the employee was under the influence of alcohol or drugs whilst at work, Future Roots will inform the employee. The employee is then likely to be subject to disciplinary proceedings, which could include dismissal.

Disciplinary action

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary procedure, subject to the letter and spirit of this policy, particularly where help is refused, and/or impaired performance continues.

Dismissal may result from disciplinary action.

Possession of and dealing in illegal substances on our premises will be reported to the police and result in summary dismissal in all cases; there is no alternative to this procedure.