



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY- ALCOHOL & DRUGS

Revised: 10 APRIL 2021

Policy

1. KINDCODY has a duty to protect the health, safety and welfare of all its employees. Alcohol and drug misuse or abuse can be a serious problem within the workplace.
2. However, KINDCODY recognise that, for a number of reasons, employees could develop alcohol or drug related problems. In relation to drugs, these rules apply to those that are unlawful under the criminal law and not to prescribed medication.
3. It is the intention of KINDCODY to deal constructively and sympathetically with an employee's alcohol or drug related problems, such as alcohol or drug dependency. When it is known that an employee has an alcohol or drug problem KINDCODY shall seek to provide advice and guidance on how to seek suitable treatment.
4. If an employee has an alcohol or drug problem, they should seek appropriate help. If the alcohol or drug problem affects conduct or performance at work



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and the employee refuses the opportunity to receive help, the matter will be referred for action under KINDCODY's disciplinary procedure as appropriate.

5. Likewise, if after accepting counselling and assistance, and following review and evaluation, conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.
6. No alcohol or drugs shall be brought onto or consumed in any office, work site or workplace at any time. Staff shall never drink alcohol or take drugs if they are required to drive vehicles as part of KINDCODY business.
7. A breach of these provisions is a disciplinary offence and will be dealt with in accordance with our disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.
8. This also applies to any employee believed to be buying or selling drugs or in possession of or taking drugs on KINDCODY premises or work sites.
9. On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, KINDCODY reserves the right to carry out random alcohol and drug screening tests on those employees in the workplace whose activities and job duties have a significant impact on the health and safety of others.



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10. If an employee receives a positive test result, this will be viewed as a gross misconduct offence and renders the employee liable to summary dismissal in accordance with the KINDCODY Disciplinary Action policy.
11. This KINDCODY Alcohol & Drugs policy is fully supported by the commitment of the Directors of KINDCODY.

12. Entry into force

This policy is effective immediately

Chris Frost, Chief Operating Officer