SUBSTANCE MISUSE POLICY

1. Purpose

Beyond the Bark Ltd. (BTB hereafter) aims to provide and continually improve upon the safety and welfare of all employees, all those who work on behalf of BTB and learners.

2. Scope

This policy applies to all employees, Instructors, Assessors and all those who work on behalf of BTB and learners.

3. Responsibilities

Everyone who works for or represents BTB is responsible for health, safety and welfare. The Director has the ultimate responsibility for matters relating to BTB business. Managers have a responsibility to monitor and support the wellbeing of staff.

It is expected that employees, Learners and those who work on behalf of BTB adhere to the principles within this policy and encourage a positive safety culture ensuring that they act safely by adhering to documented policies and procedures.

3.1. BTB responsibilities:

- It is the responsibility of all employees and those who work on behalf of BTB to take reasonable steps to safeguard their own health and welfare and that of others
- Learners must take care of their own health & welfare and report all health & safety concerns to the appropriate person which may be their instructor or Assessor
- Promote a responsible attitude to the consumption of alcohol amongst employees
- Offer assistance to those employees who require it
- Treat alcohol and substance abuse as a health problem and arrange for employees to seek professional assistance

- To consult on matters affecting health and welfare
- To ensure that all incidents are reported and documented
- Identify where legal drugs may impact on concentration and/or performance
- Risk assessment records and health, safety and welfare audits
- Compliance with relevant health, safety and welfare legislation, policies and procedures and provide guidance.

It is the Instructor/Assessor responsibility to assess and reasonably foresee any significant risks prior to commencing any training or assessment activities. The Instructor/Assessor must ensure that a risk assessment is carried out and that everyone is well informed of any significant health, safety and welfare risks associated with the delivery of training or assessment. In order to do this the Instructor/Assessor must:

- Discuss potential health, safety and welfare risks with all Learners
- Ensure risk assessments are carried out, and control measures are communicated
- Ensure that all risks have been considered
- Update the risk assessment if further significant risks are identified
- Return completed risk assessment to BTB.

4. Substance Misuse

BTB policy is that during training courses or assessments Learners/Instructors/Assessors, employees or any other individual involved in training or assessment delivery, must be free from the influence of both illegal drugs and alcohol to ensure the health, safety and welfare of other Learners and others with whom they come into contact with.

In addition, Learners/Instructors/Assessors, employees or any other individual involved in training or assessment delivery, need to –

- Ensure they are aware of the side effects of any prescription drugs
- Advise BTB, or the Instructor/Assessor immediately of any side effects of prescription drugs, which may affect their concentration, performance or the health, safety and welfare of themselves or others. For example, drowsiness.

- All Learners, Instructors/Assessors, employees or any other individual involved in training or assessment delivery will be treated consistently and fairly in line with this policy
- The rules on alcohol and drugs will be strictly enforced
- If a learner, Instructors/Assessors, employee or any other individual involved in training or assessment delivery is found to be under the influence of illegal drugs or alcohol before or during a course they will be asked to leave the course immediately
- Lantra will be informed of any incident relating to a Lantra training event or qualification
- All matters concerning alcohol and illegal/legal drugs shall be treated as confidential
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

5. Drugs and Alcohol Employee Guidelines

Alcohol and substance misuse can have a detrimental effect upon health, it can adversely influence work performance and relationships with colleagues and customers. It can result in reduced efficiency and absenteeism.

5.1. Existing conditions

BTB will treat any absence due to long term alcohol and substance abuse in the same way as sickness absence on condition that you have discussed the situation with us, have obtained professional treatment and are maintaining regular contact with the appropriate occupational health service.

We will treat all relevant discussions in strict confidence.

If inadequate work performance or unacceptable behaviour, including poor work relationships, occur or persist, the matter may be dealt with under the disciplinary procedure. Careful consideration about disciplinary action will be given if you have acknowledged the existence of a problem and/or have agreed to obtain medical help for the condition. However, if you fail to complete a prescribed course of treatment or have a relapse following treatment, disciplinary action may be taken.

5.2. Alcohol or drugs at work

The consumption of alcohol or drugs on company premises is explicitly forbidden. Alcohol or drugs should not be brought onto BTB premises or venues where BTB is working, under any circumstances. Any breach of this rule will result in disciplinary action being taken which is likely to result in summary dismissal.

There are occasions such as corporate events or celebrations when management may make an exception. Prior notice will be sent to those employees attending.

5.3. Under the influence of alcohol or drugs at work

If an employee is known to be, or strongly suspected of being, intoxicated by alcohol or drugs during working hours, arrangements will be made for them to be escorted from BTB premises immediately and arrangements made for their safe transport home. When the employee has recovered, it may be necessary to take disciplinary action or issue them with a letter from the Director warning them that any further occurrences may result in formal disciplinary action, which may include dismissal.

If an employee is known to be, or strongly suspected of being, suffering from the after effects of alcohol or drugs during working hours they will be assessed by their Manager, a Senior Manager and/or Director to ascertain if they are capable of performing their role to a satisfactory level. They may be asked to leave the premises (on all occasions if working in a customer facing role) or to continue as normal. The employee will be issued with a letter from the Director warning them that any further occurrences may result in formal disciplinary action which may include dismissal.

5.4. Medication

Employees taking drugs which have not been prescribed on medical grounds, or which are not recognised proprietary brands, will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves likely to be

summarily dismissed as will any employee believed to be buying or selling drugs, or in possession of unlawful, non-prescription drugs.

https://www.gov.uk/government/policies/drug-misuse-and-dependency

This policy is reviewed regularly and updated annually or as and when required.