

2023
V3

Drugs & Alcohol
Consumption, Drugs
Education & Banned
Substances Policy

Introduction & Impact

The misuse of drugs, including alcohol and other substances, can be a serious problem for the abuser, co-workers, and the organisation itself.

Alcohol, drugs, and other substances have the following impact:

- Have a strongly negative effect on the brain and the body, resulting in a deterioration of performance in the workplace.
- Impairs a person's judgement and concentration which can put the abuser and co-workers at risk.
- Weakens the organisation's overall performance.
- Can bring the organisation reputation that has been successfully built up into disrepute. The professionalism Debut wishes to portray to all their customers will be brought into question by the actions of an employee.
- Increases the likelihood of risk of accidents.
- Increases the likelihood of the abuser being unreliable, either evident with punctuality issues or not meeting contracted working hours, thus putting additional pressure on other employees to cover (if available) or moving appointments which can impact on weekly salon income.

Drugs

Most drugs are illegal, which means that anyone in possession of drugs at work may risk prosecution or disciplinary action. This does not include prescribed medication provided it is taken as directed by a medical professional and not abused, which will come under the term 'misuse'. Debut are aware that individuals may choose to smoke cannabis as a recreational drug, however, we have zero tolerance to this substance :

- being brought into the academy
- smoked by individuals during a planned lesson period
- attending Debut premises with the smell lingering on their person/clothing

If an individual (whether it is a learner, visitor or staff member) is found to be breaking the rules regarding cannabis, they will be dealt with in accordance with our disciplinary policies (for learners/staff) and visitors will be asked to leave the premises.

Debut Management Responsibility

Debut Management are firmly opposed to the misuse, or the illegal supply of drugs including alcohol. Debut is committed to the welfare, health and safety of its learners, customers and employees and will take strong action to safeguard their well-being. Management is equally committed to ensuring that it is a healthy working environment, free from the misuse of drugs and other harmful substances. Illegal drugs should never be on premises.

Terminology

'Supply' includes retailing drugs on the premises, communicating with a drug dealer on behalf of another employee, introducing fellow employees to a drug dealer, and another instance of procuring legal or illegal drugs for him/herself or other employees. 'Supply' includes supplying for money or free-of-charge. The Management has a zero tolerance to "Any employee or learner using, found to be in possession of, or supplying drugs should expect to be dismissed from their employment or course respectfully." It is considered a **GROSS MISCONDUCT** offence". Employees or learners who are found to be under the influence of illegal drugs are also considered "GROSS MISCONDUCT".

Alcohol

We recognise that there are problems associated with the misuse of alcohol. How much people drink, and at what time, is generally held to be a private matter for individuals, but alcohol misuse can have negative effects on workplace performance with damaging consequences for colleagues and the organisation as a whole. This agreement seeks to remind employees and learners to find a balance between allowing freedom of choice about drinking patterns, ensuring performance at work is not affected, and caring for the health, safety and welfare of all our employees and customers.

Signs of Alcoholism

- Inability to carry out work related duties.
- Inconsistent job performance
- Frequent small accidents
- Lateness
- Frequent unexplained absences
- Paranoia
- Aggression
- Bloodshot eyes or tiredness
- Overreacting to criticism
- Sudden weight loss
- Dental problems
- Bouts of manic activity
- Fatigue
- Neglecting responsibilities
- An unsteady gait
- Neglecting/damaging working relations.

The following benchmarks are a guide to how much adult men and women can drink in a day without putting their health at risk. They apply whether you drink every day, once or twice a week, or occasionally. Benchmarks are not targets to drink up to. There are times and circumstances when it makes sense not to drink at all or keep drinking to a minimum i.e. when you are expected to work the next day.

MEN

- If you drink between 3 and 4 units a day or less, there are no significant risks to your health BUT ...
- If you consistently drink 4 or more units a day, there is an increasing risk to your health.

WOMEN

- If you drink between 3 and 4 units a day or less, there are no significant risks to your health BUT ...
- If you consistently drink 3 or more units a day, there is an increasing risk to your health.

Debut Management will have a zero tolerance to the following:

- Attending work after heavily drinking the night before, and it is evident that the employee is not fit for work (may be showing signs of intoxication (smell of alcohol), lethargy, poor hygiene or presentation, sluggishness, poor concentration, sleep deprivation, inability to control bodily actions appropriately). This is considered **SERIOUS EMPLOYEE MISCONDUCT**.
- **GROSS MISCONDUCT** will apply if an employee is deemed Drunk on Duty and immediate dismissal from employment will be immediate.

Consequence

- Employees must fully accept the Managements judgement in assessing them 'UNFIT FOR WORK' and accept being sent home under the action of 'SUSPENSION' for the contracted hours that day and no pay for those hours will be payable. This action will serve as a **FINAL WRITTEN WARNING** and will remain on the employee's record for 12 months. No prior verbal warnings will be provided due to the nature and seriousness of the misconduct.
- The Management will not tolerate repeated incidents of **SERIOUS EMPLOYEE MISCONDUCT** relating to alcohol. If a further incident takes place within a 6-month period from the date of the first incident the matter will be viewed as a disregard of Debut's policy and the incident will be deemed a **GROSS MISCONDUCT**. This will result in immediate dismissal from employment.

Drugs taken for medical purposes

Debut understands that individuals may take prescribed drugs and these should be taken as recommended by their practitioner. Some drugs can affect a person's performance and in general a settling in period to adjust to any new medication is considered. Where an individual is taking medication that is impairing them carrying out their responsibilities/duties effectively or impacting on their learning then Debut will intervene for the individual's own safety and that of everyone concerned. Both employees and learners must ensure that if they bring any prescribed medication onsite it must be locked away during the day, accessible when it must be taken only and taken home at the end of the day. This is to ensure that any prescribed medication does not become accessible to others and could pose a danger if taken.

The Health & Safety at Work Act 1974 places a duty on employers/management to ensure, as far as reasonably practicable, the health & safety and welfare of all is paramount. Debut's management also considers a person's performance if they are going to be driving a motor vehicle on the road or other public place, who may be unfit to drive through drink or drugs as this is an offence.

Intervention & Support

The ethos of our health and wellbeing policy is to encourage:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- and Effective Contributor

This policy is not just aimed at our learners, but nurtured through our relationships with our employees, employers and visitors. In all cases of suspected drug or alcohol abuse the Company will hold a meeting with the individual to establish the full circumstances and put to them any matters that have been noticed or reported to them. Debut employees do not have experience as skilled counsellors or interventionists and would facilitate a process to signpost them to support. Debut must stand by this policy to ensure that the individual seeks help, the impact on the company and other individuals is minimalised to gain a successful outcome.

It is therefore paramount that the individual acknowledges and addresses their issues by way of an appointment with a professional and failure to do so will mean they are accountable to this policy and the consequences that may follow, which ultimately mean loss of employment or course place. We ultimately want to provide a caring and effective means for early intervention with a drug or alcohol problem. This policy therefore also allows for disciplinary measures where the individual is choosing to maintain the use of either substance in a detrimental way and can no longer be afforded the security and safety Debut offers.

Drug & Alcohol Education

Debut do not provide a workshop for this subject as we believe it does not fall under the provision of enrichment. Nor do we feel we are experts in this field and signposting to those that have experience in these areas is the best possible route for any individuals based on their personal circumstances. We do provide awareness of these subjects within the learner FOCUS BOOK and also promote healthy living and wellbeing topics throughout course curriculum, and this underpins good practice with a healthy lifestyle. Please refer to Debut's health & wellbeing policy for further guidance.

lease refer to Debut's linked policies below for additional information regarding to the Banned Substances Policy :

- Apprenticeship Expectation Policy
- Counselling Policy
- Complaints Policy
- Confidentiality & Disclosure Policy
- Employer (Work Based) Support & Expectation Policy
- Equal Opportunities & Inclusion Policy
- Health & Wellbeing Policy
- Learner Support & Mentoring Policy
- Learner Safeguarding & Safeguarding Vulnerable Adults Policy
- Mentoring – Learner Policy
- Staff Confidentiality Policy
- Whistle Blowing Policy

Policy Revision

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