



Divine Retreat Centre

St Augustine's Abbey, St Augustine's Road, Ramsgate, Kent, CT11 9PA
Email: divinekent@gmail.com | Tel: 01843 586904 | Website: divineuk.org

Drugs & Alcohol Abuse Policy

(Revised March 2023)

[Author]

Registered Charity No. 1154874
Part of the Vincentian Congregation
A non-profitable Christian Religious Charity Organisation



Introduction

- The Organisation recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff or volunteer with such problems needs help and support from his/her Employer/Director.
- The Organisation also recognises that alcohol and drug abuse problems can have detrimental effect on work performance and behaviour. The Organisation has a responsibility to its team members to ensure that this risk is minimised.
- Accordingly, the Organisation Policy involves two approaches
 - i. Providing reasonable assistance to the team member/volunteer with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
 - ii. Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either –
 - (a) An alcohol or drug dependency problem does not exist or
 - (b) Where treatment is not possible or has not succeeded.
- The Organisation does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GP's, hospitals and other agencies. Through this policy, the Organisation will seek both to assist the individual in obtaining such specialist help and to protect his/her employment.

i. Assistance for a Team Member

The Organisation will, where possible, provide the following assistance to a Team Member:

- Helping the Team Member to recognise the nature of the problem, through referral to a Qualified Diagnostic or Counselling Service.
- Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's/volunteer's condition and needs of the Organisation.
- The opportunity to remain or return to the Volunteering role following the completion of a course of treatment, as far as is practicable, in their own post or an alternative post.

The Organisation's assistance will depend upon the following conditions being met:

- The Occupational Health Service/Organisation Approved Doctor diagnoses an alcohol or drug dependency related problem.

- The Team Member / Volunteer recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

The Organisation and its employees/volunteers must recognise the following limits to the assistance the Organisation can provide:

- Where a Team Member fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- If not the process of referral and treatment is completed but is not successful and failure in work performance or behaviour will be dealt with through the Disciplinary Procedure.
- A member’s continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Organisation at the time.

ii. Disciplinary Action

In Line with the Organisation’s disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying duties under the influence of alcohol or drugs
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given)

Breach of these rules will normally result in summary dismissal and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member is willing to co-operate in referral to an appropriate service and subsequent treatment, the Organisation will suspend application of the Disciplinary Procedure and provide assistance as described above. Team Members who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

Date Adopted	
Signed	
Review due in	