Alcohol and Substance Use Policy

Staff have a responsibility to care for themselves. This means being ready work without alcohol or drugs in their systems. Consumption of alcohol or drugs is not permitted within PACE centres, offices or during working hours. If these are found then the appropriate authorities will be informed, and disciplinary measures taken.

There might be celebratory occasions (e.g. staff departure, Christmas) when staff will be together outside of working hours.

- If this is an event arranged by PACE, we will make sure it is held in a venue/ environment in which all staff are comfortable. This might mean avoiding pubs or bars. The event organiser will discuss the plans with their manager.
- If this is an informal event e.g. colleagues going out after work, we would encourage staff to check with all attendees before choosing a venue.
- If alcohol is consumed staff are encouraged to drink responsibly.

Staff are reminded that the organisational polices and expectations on behaviour always apply colleagues are together even outside of working hours. Please refer to the Equality, Diversity and Inclusion, and Bullying and Harassment policies.

If you are taking medication that may impair your physical or mental judgements, you must inform your manager immediately. If you work from one of our centres, your medication (whether prescribed or bought over the counter) must be kept locked away and only accessed when required.

However, we acknowledge our duty to treat alcohol and substance abuse as a health problem. If you are affected by this, please speak with your manager or Human Resources and we will help you find professional help. If you are absent from work due to substance misuse, and you are having professional treatment, we will follow the sickness absence policy. We will treat all relevant discussions in strict confidence.

Please refer to talktofrank.com for information and support.

Please refer to the Disciplinary Policy as there are some incidents which would be considered gross misconduct.