

Alcohol and Drugs

Guide for employees

This guide outlines the expected behaviour and standards regarding alcohol and drugs while at work

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Getting help

Contact your line manager if you have any queries about this guide.

Line managers can obtain advice by:

Calling the HR Services Advice Centre on 0845 6060603 / 5456 7100

Employees working for Parcelforce Worldwide should call 0845 604 2787 / 5456 4747

For web access please go to:

<https://www.psp.royalmailgroup.com>



Alcohol and Drugs

Guide for employees

Overview

This guide sets out the standards expected from all employees regarding alcohol and drugs in Royal Mail Group.

The consumption of alcohol and use or possession of illegal drugs while at work or on Royal Mail Group premises in any capacity is prohibited.

This guide provides details of what is available to employees when they require support for problems with alcohol or drug use. It explains the behaviours expected when attending for work and how breaches of these standards will be dealt with.

This should be read in conjunction with the *Group Safety Policy* and the *Conduct Policy*.

Guiding principles

Royal Mail Group is committed to:

- Providing a healthy and safe work environment for employees, customers and contractors
- Supporting the health and well-being of all employees
- Encouraging early identification of problems and helping employees who have a reliance on alcohol or drugs to access treatment services
- Providing support aimed at retaining people and returning people to work where possible
- Ensuring a consistent approach to the management of alcohol and drugs misuse
- Compliance with the relevant legal requirements and those of our Group Safety Policy
- Helping protect people from the misuse of alcohol and/or drugs at work

Expected behaviour

Employees are expected to attend for work in a fit state and to be able to work safely and effectively. Being fit for work includes starting work free from the adverse influence of alcohol and/or drugs and remaining so throughout working hours.

Inappropriate behaviour linked to the consumption or use of alcohol and/or drugs may be managed according to the circumstances. Suspected dependency would normally mean referral to Occupational Health Services, aimed at prevention, treatment and/or rehabilitation.

Standards

While on Royal Mail Group premises the consumption of alcohol and use or possession of illegal drugs is prohibited.

Drivers

- All drivers have a personal legal responsibility not to drive whilst under the influence of alcohol

Illegal drugs

- The possession, sale and use of illegal drugs in the workplace is forbidden

Prescription and over the counter medication

- The misuse of prescription and over-the-counter medication is also covered by the guide. Employees taking prescribed or over-the-counter drugs should notify their line manager if they consider such medication may adversely affect their fitness for work

Work at customer or supplier premises

- Employees working on customer or supplier premises (e.g. railways or airports) will be subject to the requirements of these authorities. The appropriate Royal Mail Group manager will inform any employees affected of the details of these requirements

Testing

- Royal Mail Group does not require testing for alcohol and/or drugs

Non-compliance

Failing to comply with this guide may result in investigation and disciplinary action under the *Conduct Code*, up to and including dismissal for gross misconduct.

Individuals have a responsibility to report to their line manager any breaches of this policy.

The use, sale or possession of illegal drugs in the workplace will always be reported to the police.

Support for employees

In Royal Mail Group support is available to employees who declare a dependency and who cooperate with treatment and rehabilitation.

Sources of assistance

- Individuals, including relatives in the household, may obtain assistance by calling Royal Mail Group's employee assistance programme, HELP helpline on 0800 6888777. Counselling, including referral to external sources for support as appropriate, is available through this service
- Managers may refer employees to Occupational Health Services for support, treatment, rehabilitation, assessment, fitness for work and general advice

Where support is provided, employees are expected to make every effort to comply with the advice given. Outputs and timescales will be agreed with the line manager to assist in managing the work situation in a supportive manner. Support will be offered at the manager's discretion.

Employees seeking support, whether through their line manager or the self-referral employee assistance programme HELP will be treated in confidence in line with other health referrals.

Support will still be available if sought after misconduct has occurred and is being investigated, although seeking help after misconduct may not avoid any consequences of the conduct investigation.

Other sources of help

Additional Notes

HELP Line – Royal Mail Group's employee assistance programme

Telephone 0800 6888777

Drinkline www.drinkaware.co.uk

Government funded free service, providing advice to drinkers or anyone concerned about them. Includes database of local support services.

Helpline: 0800 9178282

Talk to Frank www.talktofrank.com

Government-funded free service providing advice to drug users or anyone concerned about them. Includes database of local support services.

Helpline: 0800 776600

Alcoholics Anonymous www.alcoholics-anonymous.org.uk

Self-help group for people who want a new way of life without alcohol.

Helpline: 0845 7697555

Narcotics Anonymous www.ukna.org

Self-help group for people who want to stop using drugs

Helpline: 0300 9991212

Where to go for further information

The Getting help box on the front of this guide tells you where to find more information.

Guidance is also available on the *HR Help* and the *Policy and Information Site* on PSP.