



Smoking, Drugs and Alcohol Policy

Definition:

A drug is defined as 'a substance that people take to change the way they feel, think, or behave' (United Nations Office on Drugs and Crime).

This policy will encompass all drugs under this definition;

- Alcohol
- Tobacco
- Over the counter medicines e.g. Paracetamol, cough medicine
- Prescribed medicines
- Volatile substances e.g. aerosols, butane, petrol
- Electronic cigarettes

The Policy

Smoking:

Since July 2007, it has been illegal to smoke in any enclosed or substantially enclosed public place or vehicle that is open to the public.

- In line with this law, smoking or vaping is forbidden anywhere within the CoverGuard Security site. This includes any customer areas not pre-designated for smoking.
- Anyone who attempts to smoke or vape on the premises will be asked politely to take themselves off-site. In the event of someone becoming aggressive or abusive we will call the Police. Staff should not enter into any confrontation that may put their personal safety at risk
- Any staff members who smoke or vape are required to leave the site when doing so and should not wear clothing that identifies them as a member of staff.
- Arrangements for staff smoking or vaping breaks should be agreed with your line manager. Smoking breaks should be taken as part of official breaks and not as additional breaks.
- All visitors, contractors and delivery staff are required to abide by this policy.

Illegal Drugs and Alcohol:

- Illegal drugs are forbidden anywhere on the CoverGuard Security site, including any customer sites.
- Alcohol should not be consumed on site other than on a pre-approved basis.
- Staff members should not bring alcohol onto site other than on a pre-approved basis.



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- Any staff member, who appears to be under the influence of alcohol, illegal drugs, or legal drugs which prevent them from fulfilling their duties, will be asked to leave the premises immediately. Where necessary disciplinary procedures will begin. If there are serious concerns about a staff member's use of drugs or alcohol outside of the working hours we will review the impact of this on their ability to fulfil their duties.
- Use or supply of illegal drugs or solvents on site will be treated with the utmost seriousness. Where illegal substances are discovered we will inform the Police.

Legal and Prescribed Drugs:

- Any medicinal drugs belonging to centre staff should be kept in a secure place.

Training

We require all staff to keep themselves up to date with relevant legislation and research, and to access advice and expertise from outside agencies as necessary.