



Alcohol and Substance Misuse Policy

Establishment Approved: November 2024
Due for next Review: November 2027

1. Introduction

- 1.1. This policy covers the use and misuse of intoxicating substances, which include alcohol, drugs, medicines, and other substances that could adversely affect work performance and/or health and safety.
- 1.2. Fleet Town Council (FTC) is committed to ensuring a safe and productive work environment and promoting the health, safety, and well-being of its employees. Alcohol or drug misuse can result in reduced attendance, sub-standard work, and health and safety risks. It can also harm the organization's reputation and ability to provide high-quality services. This policy outlines employee and management responsibilities to address this and the consequences of breaches.
- 1.3. This policy applies to all employees. FTC also requires all casual workers, contractors, and others working on its behalf to comply with this policy.

2. Confidentiality and Legal Implications

- 2.1. FTC will treat substance misuse cases with discretion and maintain confidentiality as much as possible.
- 2.2. In cases of illegal substance use, FTC may contact law enforcement as required by law.

To be read in conjunction with:

- Alcohol and Substance Misuse Procedure
- Disciplinary Policy
- Disciplinary Procedure