

Final



Corporate Responsibility

Group Alcohol and Drugs Policy

Version 1.7

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1 Introduction and Aims

This Alcohol and Drugs Mis-use Policy applies to everyone in Royal Mail Group: Royal Mail, Parcelforce and Post Office Ltd.

This Policy aims to

- Provide a healthy and safe work environment for employees, customers and contractors
- Support the Health and Well Being of all employees
- Provide support and rehabilitation aimed at returning to work
- Set the standard that consumption of alcohol and use or possession of illegal drugs while at work or on RMG premises in any capacity is not acceptable
- Set the minimum requirement for the management of alcohol and drugs misuse
- Comply with Health and Safety *legal requirements* and with the requirements of our Group Safety Policy.
- Help protect people from the misuse of alcohol and or drugs at work

2. Background and application

The previous Alcohol and Drugs Policy was set 10 years ago and is being updated. It is proposed to deploy this policy in September 2007

3. The Rules

- Everyone is expected to attend work fit for work and to work safely and effectively. Fitness for work includes starting work free and staying free throughout working hours from the adverse influence of alcohol and/or drugs at work.
- Inappropriate behaviours linked to the consumption or use of alcohol and/or drugs may be managed alongside more than one company policy, including referral to Occupational Health Services, aimed at prevention, treatment and/or rehabilitation, as well as our absence policy and or the conduct code.
- All drivers have personal legal responsibility not to drive under the influence of alcohol. Royal Mail Group expects drivers to be fit for duties and not to be in breach of the law.
- The possession, sale and the use of illegal drugs is expressly forbidden
- The misuse of prescription and over the counter medication or drugs is covered by this policy. Individuals taking prescribed or over the counter drugs should notify their line manager if they believe medication may adversely affect their fitness for work.
- Additionally, people working on customer or supplier premises (e.g. Railways or Airports) will be subject to the requirements of these Authorities. The Royal Mail manager in charge will provide this group with details of such requirements.
- Contractors working on or visiting any RMG premises are responsible for compliance with this policy.
- Royal Mail Group does not require testing for alcohol and or drugs.

4. Communications, Awareness and Education

Royal Mail Group will:

- Help support anyone who has a dependency to alcohol and or drugs
- Communicate via Work Time Learning & Listening Briefings and Notices.
- Inform all new employees of the existence of this policy;

5. Support for Employees

Help is available to individuals who seek it and who are prepared to cooperate with treatment and rehabilitation that supports work retention.

Individuals, including relatives in the household, may obtain assistance by calling our employee assistance programme, HELP (help line) on 0800 6888 777. Counseling, including referral to external sources for help and support, as appropriate, is available through this service.

Managers may refer people to Occupational Health Services for support, treatment, rehabilitation, assessment, fitness for work, and general advice. A full list of services can be found in the guidelines.

Help is still available if sought after misconduct has occurred, though seeking help after misconduct does not avoid any consequences of misconduct.

Individuals seeking assistance, whether through their line manager or the self-referral HELP line (on 0800 6888 777), will have the same confidentiality as for other health referrals.

Individuals seeking assistance are expected to take the advice offered and to make every effort to recover. Outputs and timescales will be agreed with individuals, and these outputs and timescales will be agreed with the line manager to assist in managing the work situation supportively.

Failure to attend, complete or cooperate with treatment may result in the consideration of disciplinary action under the conduct code.

Managers can seek help and advice about the application of this policy from the CSR Help Line on 0845 6009665 / Postline 5456 4697, People Contact Centre on 0845 6060603 / Postline 5456 7100.

Anyone wanting help support or advice regarding alcohol or drugs can do so by calling HELP on 0800 6888 777

Royal Mail Group will run awareness programmes linked to Work Time Listening and Learning, and Health Promotion campaigns.

6 Review

This policy will be reviewed 3 yearly by the Head of Health for RMG.

7 Version Control

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V1.4	15 02 07	Su Wang	Su Wang	Proposed Final
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