

## Policy on Alcohol, Drugs and Smoking

Alcohol, drugs and smoking of tobacco and E cigarettes is not permitted on the site ( ie over the gate ) of Green Routes.

### Alcohol

Drug or alcohol misuse harms the individual, the environment and the learning process.

Any incident whereby an employee, volunteer, student or service user is found to be under the influence of alcohol or drugs during working hours will be treated as a breach of safety rules. Green Routes offers referral assistance and will treat such cases in confidence.

Green Routes policy regarding alcohol and drugs in the workplace is referred to in the Employee's Handbook. Green routes will ensure that the alcohol and drugs policy is brought to the attention of employees, volunteers, students and service users.

Green Routes is committed to creating an environment where alcohol is consumed only within sensible limits and only in appropriate circumstances. Green Routes does everything it can to provide information to its clients on the possible risks and consequences of drinking, to enable them to make an informed decision whether or not they wish to drink alcohol.

The wishes of every individual who chooses not to drink alcohol must always be respected.

### Drugs

The production, possession and consumption of illegal drugs and substances are a criminal offence. Staff found in possession of or taking drugs other than prescribed medicines while on duty will be instantly dismissed and liable to criminal prosecution by the police. Students knowingly found in possession or taking drugs other than prescribed medicines are liable for termination of their placement.

### Smoking

Green Routes has considered the current evidence of the health risks associated with passive smoking, as well as discomfort suffered by non-smokers exposed to tobacco smoke. Green Routes is committed to providing a healthy and comfortable working environment.

Under the Prohibition of Smoking in Certain Premises ( Scotland ) Regulations 2006, public places and work-places became smoke-free.

A designated smoking area in the car park area out-with Green Routes is provided for all those wishing to smoke.

Vehicles used for business purpose are also affected by the new law. All private cars are exempt.

Students and support staff should be aware of and adhere to the no smoking rules of the organisations in which they are completing their work placements.

Green Routes will ensure that the content of its smoking in the workplace policy is brought to the attention of employees, volunteers, students and service users.

Date / signature as adopted by the Board of Trustees : 08/06/2012

Date / signature as reviewed : 26/09/2019