



# Camelia Botnar Foundation

## Trainee Drug and Alcohol Policy – October 2021

1. If you are discovered to be selling or distributing illegal drugs on site this will be considered gross misconduct and you will face instant dismissal and may be reported to the police.
2. If you are discovered to have used or distributed urine samples, or to be using or distributing any other means of attempting to cheat a drugs test, you will face instant dismissal.
3. Drugs means both illegal drugs and 'legal highs'.
4. **Drugs and alcohol misuse are Health & Safety issues and are not permitted on site whatsoever.** Anyone discovered possessing, using, or under the influence of drugs/alcohol on site will not be allowed to work and be subject to disciplinary measures such as:
  - Possession of alcohol will result in a full week suspension i.e. from the day of suspension up and until the conclusion of the following full week.
  - Under the influence of alcohol may result in further disciplinary measures depending on the circumstances.
  - Possession, under the influence, or failing a drugs test will result in a one month suspension or a suspension until such time as you can return and pass a drugs test.
5. You will undergo a drug test on arrival on your first day at The Camelia Botnar Foundation.
6. By joining the Camelia Botnar Foundation as a trainee you are giving permission to be randomly drug tested/and or alcohol tested by any means, at any time while training at the Camelia Botnar Foundation.
7. The Foundation acts as a training centre for Sussex & Surrey Police dogs. On occasion, the dogs and their handlers may, without warning or notice, enter accommodation and workshops to screen for illegal substances.
8. If there is a suspicion that you are using drugs, or under the influence of drugs or alcohol on site this will be investigated and a search of your room and property may be carried out as per the Foundation's Contract on Right to Search and you may also be tested for drugs or alcohol.
9. Drug and alcohol dependency is considered a health issue and where possible management at The Foundation will try to help and signpost trainees with these problems toward education, healthier lifestyle choices and counselling.
10. For those coming to The Foundation who have acknowledged they have a drug or alcohol problem, we will support you in your attempts to stay clean and, if possible, set up a buddy programme for you with an experienced trainee who has managed to stay clean. Our aim is to help you build a new life and we will endeavour to help you through difficult lifestyle changes, and to be approachable and understanding. **However, using these substances on site at the Foundation will not be tolerated.**
11. Because The Foundation is a residential workplace, while on site these rules apply whether during or outside typical working hours.

12. Prescription drugs:

- a. If your doctor has prescribed you medical treatment in the form of any type of medicine you must:
- i. Ensure you are aware of the side effects of the prescription.
  - ii. Ensure the prescription is safe to take whilst operating in your normal working capacity
  - iii. Advise your line manager or a member of the management team immediately upon receiving your prescription, indicating what the prescription is, what it is for and what any potential side effects are.

**Help and support**

The Foundation will endeavour to ensure that advice and help are made available to any trainee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the trainee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others. The Foundation may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any trainee who seeks the assistance of The Foundation in finding treatment for a drugs or alcohol problem has the Foundation's complete assurance of confidentiality.

Some useful links to websites are provided below:

- Alcoholics Anonymous Tel 0845 769 7555 [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)
- ACAD (Advice and Counselling on Alcohol and Drugs) [www.acad.org.uk](http://www.acad.org.uk)
- FRANK Tel 0300 123 6600 (24 hours) [www.talktofrank.com](http://www.talktofrank.com)
- NHS (Information and advice from the National Health Service) [www.nhs.uk](http://www.nhs.uk)

**Please sign this form to show your acceptance and understanding of this policy.**

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Trainee Name

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Signed

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Dated

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Foundation Representative

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Signed

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