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Community
Legal Service



Help Point



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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Smoke, Alcohol and Drugs Free Policy

The key points of these policies are:

SMOKING

- Signposts takes a firm stand against smoking to protect the lives of thousands of people. Smoking has no place in a safe and healthy environment.
- Signposts knows that smoking kills and that second hand smoke is also harmful.
- All SIGNPOSTS workplaces, vehicles, and premises are smoke free so everyone is protected from the ill health effects of smoking tobacco and breathing second hand smoke.
- The policy applies to everyone: employees, members, visitors and others.
- Signposts prohibits employees to smoke near the entrances to SIGNPOSTS buildings at any time – remember 7 steps away from any external door

DRUGS & ALCOHOL

- Signposts endeavours to ensure that employees' and volunteers use of either alcohol or non-medically prescribed drugs does not impair the safe and efficient running of the organisation or the health of its employees.
- Employees and volunteers are, under normal circumstances, expressly forbidden to consume alcohol in the workplace. Any breach of this rule will result in disciplinary action being taken, which could result in dismissal.
- Employees and volunteers who take drugs which have not been prescribed on medical grounds or bought "over-the counter" will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will be subject to disciplinary action as will any employee found to be buying or selling drugs, or in possession of unlawful (i.e. unprescribed) drugs.
- It should also be noted that disciplinary action may be considered in relation to drug and alcohol related acts of misconduct which take place outside of work hours, for example, in instances of criminal prosecution and/or conviction/caution for such actions.

Signposts will support staff, volunteers, parents and visitors to access help to stop smoking or to end drug taking and problem drinking.

Chief Executive
September 2011

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North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

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