



Drug, Alcohol and Substance Misuse Policy

Simon Scotting Tree Consultancy and Training recognises that drug, alcohol and substance misuse are growing social and medical problems, which can lead to accidents at work, reduced efficiency, poor decision making and lost productivity.

The purpose of this policy is to ensure that trainees' use of drugs or alcohol does not affect the health and safety of the individuals themselves, their fellow students or others with whom they come into contact in the course of their training;

To ensure that trainees' use of drugs or alcohol does not affect the efficient and effective operation of their learning environment;

Simon Scotting Tree Consultancy and Training policy is that the learning environment should be free from the influence of drugs or alcohol. This will help to ensure the health and safety of its trainees, employees and others with whom they come into contact, to maintain the efficient and effective operation of the learning environment. For these reasons, the following rules will be strictly enforced.

No trainee shall:

- Report or try to report for training when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse;
- Be in possession of alcohol or illegal drugs** in the learning environment
- Consume alcohol or illegal drugs or abuse any substance during training sessions and break times (including lunch breaks).
- Supply illegal drugs to other trainees
- Supply alcohol to trainees under the age of 18.

* *Whether a trainee is fit for training is a matter for the reasonable opinion of instructional staff.*

** *Illegal drugs include but are not limited to heroin, cannabis / marijuana, cocaine, ecstasy and amphetamines.*

Contravention of these rules is a very serious matter and Simon Scotting Tree Consultancy and Training staff will take action in the event of any infringement, which may well include removal of a trainee from a training course, and the learners' employer may be notified / involved where appropriate.

Many prescription and over-the-counter medications have side effects; some of these side effects may prove to be dangerous within a learning environment. Trainees must therefore inform an appropriate member of Simon Scotting Tree Consultancy and Training staff:

- If they are regularly taking medicine(s) prescribed by their doctor, and any known or possible side effects
- If they are prescribed any medication by their doctor on a short-term basis, and any known or possible side effects
- If they are taking / have taken any over-the-counter medications, and any known or possible side effects



Simon Scotting Tree Consultancy and Training

APPENDIX 1

These are features that **may** be associated with misuse of drugs, alcohol or other substances. All of them may be caused by other factors such as stress.

Discussion with the trainee's employer and medical advice may be required.

- Sudden mood changes;
- Unusual irritability or aggression;
- Confusion;
- Abnormal fluctuations in concentration and energy;
- Increasing unreliability and unpredictability;
- Impaired job performance;
- Accidents;
- Poor time-keeping;
- Increased short-term sickness absence;
- On the job absenteeism, e.g. repeated absences from post, overlong breaks
- Deteriorating relationships with colleagues, customers or management;
- Dishonesty / theft (arising from the need to fund an expensive habit).