

WELLCOME CARE HOMES Ltd	April 2021
Smoking, Alcohol & Drugs Policy	Total 2 Pages

Wellcome Care Homes are committed to operating at all times, and in everything that we do, to the highest standards of integrity.

Policy Statement.

This policy should be read together with your individual contract of employment, or relevant Staff Agreement. This policy is not a contractual entitlement and applies to all permanent and temporary employees, who are employed on a contract either full or part-time by the Company.

SMOKING POLICY

Smoking is not permitted in any part the home or grounds. All staff who smoke and wish to leave the premises on their official break are reminded to follow infection control procedures and remove company uniforms.

Those who participate in smoking must be at least 20 feet from the perimeter of the grounds. They are required to dispose and extinguish cigarette ends safely and appropriately. Please note this is a littering offence outside of this Company policy and you may receive a fine.

VAPING

Please note vaping is permitted but ONLY in the designated area.

ALCOHOL POLICY

The following policy will apply to the consumption of alcohol by staff and residents of the home:

STAFF:

- The consumption of alcohol by duty staff members is, under normal circumstances, not permitted
- The only exception to this rule will be with the express permission of the Manager, who may permit a token toast at times of special celebrations. However, even on these occasions staff responsible for the safe keeping and administration of medicines, or due to undertake driving duties, will not be permitted to consume any form of alcohol while on duty
- Any staff reporting for duty while intoxicated or smelling of alcohol will not be permitted to work and will be the subject of appropriate disciplinary action
- Any staff member found drinking / or to be intoxicated while on duty will be immediately dismissed

RESIDENTS:

- It is the right of every resident to consume a "social" level of alcohol if so desired, subject to any limits advised by the General Practitioner.
- The following circumstances will restrict / prevent the resident from consuming alcohol:
- Where the resident has been diagnosed as alcoholic or has a history of alcohol abuse.
- Where alcohol may not be taken with prescribed medication

WELLCOME CARE HOMES Ltd	April 2021
Smoking, Alcohol & Drugs Policy	Total 2 Pages

DRUG POLICY

STAFF:

- The use of classified drugs is not permitted
- If the performance or attendance at work is affected as a result of drugs, or it is believed that the member of staff has been involved in a drug related action/offence he/her may be subject to disciplinary action and, dependent on the circumstances, may lead to his/her dismissal