Abuse of alcohol, drugs and other substances, prescribed or otherwise can affect both work performance and the safety of employees, colleagues, visitors and contractors. We trust our staff to behave professionally, courteously and within the requirements of our values, code of conduct and ethos at all times.

As an organisation we have a zero-tolerance policy with respect to drugs or other illegal substances.

Whilst working with any equipment, specifically vehicles, under no circumstance should any employee take or be under the influence of alcohol, drugs or other substances whilst on organisation premises or whilst carrying out their duties. Disciplinary action may be taken where this is ignored and may result in summary dismissal.

All employees must remember that we represent the organisation at all times, not only within working hours. It is never acceptable to approach members of the congregation, colleagues or visitors whilst under the *significant* influence of alcohol or having taken any other substances, even if this contact occurs outside of working hours

To avoid any doubt, this does not mean that employees are unable to enjoy alcohol whilst at social functions. It does however, mean that they are expected to manage their conduct, use their discretion, and behave appropriately.

In the case of prescribed drugs, employees should make the prescribing doctor aware of the nature of their work and medical advice should be followed if it is felt that this medication may have any effect. Employees must inform their line manager if there is concern that any prescribed medication may negatively affect their work performance.

INSERT CHURCH NAME reserves the right to employ a medical advisor to conduct a drug and alcohol test on employees during work hours and reserves the right to request these without prejudice. These tests will be carried out in complete confidence and will follow an established medical procedure to ensure accuracy. Failure to consent to a test if requested may result in disciplinary action.