

Smoking, alcohol and drugs policy

Smoking

1 **No smoking:** Canalside Radio has obligations to ensure the well-being of all members of staff, volunteers and visitors. To facilitate this and in the interests of providing a pleasant working environment for all, Canalside Radio prohibits smoking on its premises at any time.

Alcohol

2 **Storage:** Canalside Radio does not permit alcohol to be stored on its premises unless properly secured and with the agreement of the Directors.

3 **Under the influence:** It is strictly forbidden to work or to remain at work under the influence of alcohol. If Canalside Radio considers that you are under the influence of alcohol you may be sent away immediately and disciplinary action may be taken.

4 **Entertaining:** Any entertaining on or off the premises must be conducted sensibly. There may be alcoholic drinks at social functions and Canalside Radio expects a high standard of behaviour from all staff and volunteers. Whilst you are responsible for your own travel arrangements to and from such functions, Canalside Radio advises that you do not drive a vehicle after consuming any amount of alcohol.

Drugs

5 **Controlled substances:** It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the Disciplinary Procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. Canalside Radio will notify the Police where appropriate.

6 **At work:** Canalside Radio does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on its premises.

7 **Under the influence:** It is strictly forbidden to come to the premises or to remain at the premises under the influence of any drug. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the Chairman or Station Manager. If Canalside Radio considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify), disciplinary action will be taken.