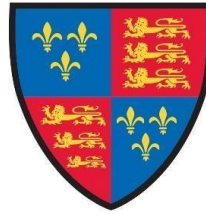




**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

Educational excellence for our City



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Smoking, Alcohol and Drugs - Policy and Procedures

Responsible Board/Committee	Academy Trust Board Foundation Board
Policy Type	Central Policy (Group A)
Policy Owner	HR
Statutory	Yes
Publish Online	No
Last Review Date	November 2023
Review Cycle	3 Years
Next Review Date	December 2026
Expiry Date	March 2027
Version	3

1. Introduction

The purpose of this policy is to actively promote well-being and good health to all employees, whilst having a zero tolerance to alcohol and substance abuse.

2. Smoking

No smoking: The Academy Trust and Foundation has obligations to ensure the wellbeing of all employees. To facilitate this and in the interests of providing a pleasant working environment for all, it is prohibited to smoke (to include the vaping of e-cigarettes) on Academy Trust/Foundation Office premises including playing fields at any time.

3. Alcohol

3.1 Storage:

The Academy Trust and Foundation Office does not permit alcohol to be stored on the premises unless properly secured and with the agreement of the Head/CEO.

3.2 Under the influence:

It is strictly forbidden to work or to remain at work under the influence of alcohol. If it is considered that you are under the influence of alcohol you may be sent home immediately, and disciplinary action will be taken.

3.3 Entertaining:

Any entertaining on or off Academy or Foundation Office premises must be conducted sensibly. There may be alcoholic drinks at social functions and the Academy Trust and Foundation Office expects a high standard of behaviour from all employees. Whilst you are responsible for your own travel arrangements to and from such functions, we advise that you do not drive a vehicle after consuming any amount of alcohol.

3.4 Screening:

A Head/the CEO will, where considered appropriate, screen individuals who are suspected of being under the influence of alcohol at work, in contravention of this policy. It is your contractual duty to comply with all reasonable requests to undergo any blood or urine tests as deemed necessary by the Head/CEO. An unreasonable refusal to consent will constitute a disciplinary offence.

3.4.1 Confidentiality:

Confidentiality is assured during the screening process and only you, Occupational Health, HR, and the Head or CEO will have access to the results. Your written consent to disclose the results will be obtained, but failure to give such consent, could in itself constitute a disciplinary offence.

4. Drugs

4.1 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. The Academy or CEO will notify the Police, where appropriate.

4.2 At work:

The Academy Trust and Foundation Office does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on its premises.

4.3 Under the influence:

It is strictly forbidden to come to work or to remain at work 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 Head/line manager. If the Academy and Foundation Office 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 your superior), disciplinary action will be taken.

4.4 Screening:

The Academy Trust and Foundation Office will, where it considers it appropriate, search and/or screen individuals for drug use. This may be as a result of suspicion against the individual. It is your contractual duty to comply with all reasonable requests to search you or to undergo any blood or urine tests as deemed necessary by the school. An unreasonable refusal to consent will constitute a disciplinary offence. A search may include personal property, as well as your person.