Drugs and alcohol policy

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| This is a template policy developed for general use by Baptist Churches in NSW and ACT and may not necessarily be suitable for you and your church's situation.  The information provided in this document is accurate and up-to-date as of the time of writing. However, due to the possibility of changes in circumstances or changes in legislative requirements and best practise, we cannot guarantee the continued accuracy or relevance of the content.  It is recommended that you consider whether the information is appropriate to your needs, and where appropriate, seek professional advice.  This document should be used and read in conjunction with the *Guide to the Template Policies* document. |

**Policy**

**ABC Baptist Church** (the church) is concerned by factors affecting a worker’s ability to perform their work safely and effectively to a satisfactory standard. The organisation recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

The church will do its utmost to create and maintain a safe, healthy, and productive workplace for all employees. The church has a zero-tolerance policy regarding the use of illicit drugs on its premises or the attending of other related premises while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

The church does not tolerate the consumption of alcohol or use of drugs in the office and does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

**Scope**

This policy applies to all workers including pastors, employees, volunteers, and contractors. This policy does not replace legislation and if any part of it is in conflict, then the legislation takes precedence.

**Drugs**  
The use or possession of illegal or non-prescribed drugs and substances that impair a person’s judgment, performance, behaviour, or conduct is strictly prohibited on church premises including facilities and/or workplaces where church personnel and contractors work or visit.

Workers taking prescribed medications or pharmaceutical drugs that may impair their judgement or safe work performance must advise their immediate **[leadership/ management/ supervisors etc]**  of the likely effect of their medications. Where an alternative work assignment is available, this may be offered to these workers. Otherwise, these workers may be required to take personal or other leave, paid or unpaid, considering the ability of the employee to carry out their duties in a responsible and safe manner.

**Alcohol**

The consumption of any alcohol during ordinary working hours (with the exception of Communion service) is not permitted and may result in impairment of work performance, judgement, behaviour and conduct, and creates a risk for health and safety.

Generally, church organised events will not include the provision of alcohol **[except on limited occasions as approved by [leadership/ management/ supervisors etc]. In such situations, alcohol should only be used with considered moderation and should never be used to the point of impaired judgement, behaviour, or conduct.]**

**[It should be noted that the Church an alcohol-free site.]**

**Smoking and vaping**

Exposure to tobacco smoke is known to have damaging effects to health. To protect all persons within its premises, the church has a workplace no smoking policy and is a totally smoke free workplace. This ensures that the health and safety of all persons is protected and creates a healthy and pleasant work environment for all.

The no smoking policy always applies to:

* All indoor areas including offices, toilets, meeting rooms, lunch areas, stairwells and car parks.
* Outdoor areas, **[unless otherwise permitted in a designated area of the location]**

Smoking is only permitted during meal and rest breaks, and only according to the terms of this policy.

**Non-compliance**

Any worker who breaches this policy will be subject to **ABC Baptist Church’s** disciplinary procedures, which may potentially result in the loss of employment and in more serious cases this can include dismissal without notice for misconduct or in the case of a contractor, may have their contractual agreement terminated.

## Document Control Information

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| **Drug and Alcohol Policy** | |
| Owner |  |
| Master Copy |  |
| Date created |  |
| Date last reviewed |  |
| Approved by **[Management Team]** |  |
| Approved by **[Governance Group]** |  |
| Date next Review |  |

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| Date | Version | Revision Description | Reviewed / Updated by |
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