

Open House Festival

SUBSTANCE MISUSE POLICY FOR VOLUNTEERS

1. About this policy

- 1.1 We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs and volunteers are fit to carry out their volunteering duties safely and effectively in an environment which is free from alcohol and drug misuse.
- 1.2 The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:
- (a) All staff and volunteers are aware of their responsibilities regarding alcohol and drug misuse and related problems.
 - (b) Volunteers who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
 - (c) Volunteers who have an alcohol or drug-related problem affecting their volunteer duties are dealt with sympathetically, fairly and consistently.
- 1.3 We will not accept volunteers arriving at Open House Festival events under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises or at our events.

2. Personnel responsible for this policy

- 2.1 Our board of directors (the board) has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to Kieran Gilmore and Alison Gordon.
- 2.2 All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the standards of behaviour expected of them and to act when behaviour falls below its requirements.



3. Identifying a problem

- 3.1 If you notice a change in a volunteer's pattern of behaviour you should encourage them to seek assistance through their manager. If they will not seek help themselves, you should draw the matter to the attention of the Volunteer Coordinator. You should not attempt to cover up for a volunteer whose volunteering or behaviour is suffering as a result of an alcohol or drug-related problem.
- 3.2 If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

4. Alcohol and drugs at work

- 4.1 Alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the use of alcohol or drugs may damage our reputation and, as a result, our business.
- 4.2 You are expected to arrive fit to carry out your volunteering duties and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.
- 4.3 You should not drink alcohol during Open House Festival events or if you are volunteering at our offices the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work or at an event without authorisation or working under the influence of alcohol may be considered serious misconduct.
- 4.4 You must comply with drink-driving laws and drug-driving laws at all times. Conviction for drink-driving or drug-driving offence may harm our reputation and, if your volunteering duties require you to drive, you may be unable to continue to carry out these duties. Committing a drink-driving or drug-driving offence while volunteering for us may lead to us asking you to stop volunteering for us.
- 4.5 If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so you must tell the Event Manager or the Volunteer Coordinator without delay.



5. Searches

- 5.1 We reserve the right to conduct searches for alcohol or drugs on our premises and at our events, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing and packages. Any alcohol or drugs found as a result of a search will be confiscated and you may be asked to stop volunteering for us

6. Managing suspected substance misuse

- 6.1 Where a manager considers that a deterioration in volunteer performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from Kieran Gilmore or Alison Gordon.
- 6.2 If an Open House Festival member of staff has reason to believe that you are suffering the effects of alcohol or drugs misuse, they will invite you to an investigatory interview. The purpose of the interview is to discuss the reason for the investigation and seek your views on, for example, the deterioration of your volunteer performance and/or behaviour;
- 6.3 If you arrive at an event and a member of Open House Festival staff reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact the Volunteer Coordinator or Kieran Gilmore or Alison Gordon in order that you can be provided with assistance and an investigation can be undertaken.
- 6.4 If, as the result of the meeting or investigation, your manager continues to believe that you are suffering the effects of alcohol or drugs misuse you may be asked to stop volunteering for us.

7. Confidentiality

- 7.1 We aim to ensure that the confidentiality of our volunteers experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

