



Romsey Agricultural and Horse Show Society

It has been proved that taking drugs and/or alcohol significantly impairs capabilities, affects conduct and relationships, and has a detrimental effect on health. Additionally, this can also be partly or wholly responsible for an unsatisfactory record of timekeeping or attendance. If inadequate work / volunteer performance or unacceptable behaviour, including poor work / volunteer relationships occur or persist, the matter may be dealt with under the Society's disciplinary procedure.

The Society is committed to taking all reasonable measures to ensure the safety of its operatives engaged in all aspects of its business. The Society therefore does not expect anyone to come to work / volunteer having taken drugs and/or alcohol where this could impact their ability to perform their normal duties or consume such during work / volunteering hours. Compliance with this requirement forms part of the duty of all employees / volunteer to take all reasonable steps to protect themselves and their colleagues at work / volunteer as well as to ensure the safety of those whom the Society does not employ but are affected by its undertaking.

For all employees / volunteers, and in particular for those on duty to operate or work / volunteer with machinery, and/or driving of Society vehicles, and/or exposed to solvents as part of their role, the taking of drugs and/or alcohol to any extent creates a safety hazard or the potential for such a hazard. This is because full mental and physical ability and attention are required to perform such tasks, and where drugs and/or alcohol have been taken, this could seriously jeopardise the safety of the employee and others around them.

The Society considers that by the nature of the processes it undertakes, any employee in possession of illegal drugs and/or alcohol, any employee who has taken illegal drugs and/or alcohol to any extent, or where in the Society's reasonable opinion that this is the case, the employee may be subject to action, up to and including dismissal for gross misconduct under the Society disciplinary procedure. In addition, the Society will co-operate with local law enforcement officials as necessary when an employee possesses, transfers, sells, or attempts to sell or transfer an illegal drug.

The use of prescribed drugs or over-the-counter drugs which may adversely affect performance or behaviour must be reported by the individual to their Line Manager upon reporting for work / volunteering.

The Society acknowledges that work / volunteering conditions on the Society's premises, and sites in which its operatives perform their duties, require extensive attention to safe work practices. It is a condition of employment / volunteering that all employees / volunteer comply with the rules enforced when work / volunteering on Society property or while on Society sites.

This includes acceptance of the possibility of the requirement to take part in a drug or alcohol test if asked by the Society. Testing will take the form of:

- random drug and/or alcohol testing;
- cause testing where there is reasonable suspicion that an employee may be in violation of the policy;
- post incident testing following an incident or accident.

Rules Regarding Drug and Alcohol Testing



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It is a condition of your employment and a requirement under your volunteering / contract of employment that for reasons concerned with your safety or that of your work / volunteer colleagues for which the Society may reasonably require it, including a programme of random testing, you submit to a drug and alcohol test.

Your consent to such a test will be sought on each occasion. Failure to consent or co-operate with the Society will be regarded as a serious breach of contract / Stewards agreement, and may render you liable to dismissal. All drug and alcohol tests will be subject to the following conditions:

The reason for the test will be given to you.

The test will be a confidential procedure.

You will have the opportunity to be accompanied by a work / volunteer colleague. The Society recognises that given time constraints it may not always be possible to have the chosen person and in these circumstances will ensure that you are given the opportunity to be accompanied by a work / volunteer colleague.

The test will be conducted by an occupational health professional that is appointed by the Society to perform such a procedure.

The test will be conducted in a reasonable privacy and in a manner that respects your dignity.

The sample will be subject to confidential medical analysis by an occupational health professional and retained in a secure place by the said professional for no longer than twelve months, after which it will be destroyed.

The Society and you will be sent a report under confidential cover by the occupational health professional, which will be confined to stating whether there is a presence of alcohol and/or any illegal drug, and if so the extent and the impact this will have on your ability to perform your normal duties. The report will not contain any other data or opinion, in particular in relation to your health.

The Society will use the contents of the report as evidence in any disciplinary or dismissal proceeding which follows as a result of the report, and will not pass the report or any information relating to it to any third party except if required to do so by law.

The Society will retain its copy of the report securely as confidential data for no longer than twelve months, after which it will be destroyed.

Method

Testing will be made by analysis of urine sample or oral fluids as determined in each individual case.

Suspension

Due to the nature of our business, and in the interests of your safety, where an employee is suspected of consuming alcohol and/or taking drugs during the work / volunteering day, or is still affected from alcohol and/or drugs taken outside of work / volunteer and a test is carried out, they shall be sent home until a test result has been gained.

Employees / volunteer will be suspended pending the results of the required test and investigation.



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Operation

The operation of this policy will be monitored by the Society Chairperson, work / volunteering in conjunction with the Society Secretary, who will monitor office operations, Trustees and Chairpersons of all committees who will monitor all site activities during the year. The Chairperson, Secretary, and Committee Chairpersons shall familiarise themselves with their duties as detailed in this policy.

Authorisation

This policy was approved at the RAHSS Trustees' Council meeting on 21st March 2024

Signed: *Norton Welch*

Date: 3rd April 2024

Chairperson

Issued (and authorised) on behalf of the Chairperson of the Romsey Agricultural and Horse Show Society.