



Northern Counties Dance Teacher's Association International

Drug and Alcohol Policy

Northern Counties Dance Teacher's Association International expects every employee and volunteer to work unimpaired by drugs or any other substance that may impair their natural state that is not medically prescribed.

1. Prohibitions

To that end, the Organisation prohibits the following:

- 1.1. The unauthorised use, possession, manufacture, distribution, dispensation, or sale of drugs on the Organisation premises, or at any location whilst on Organisation business.
- 1.2. Coming to work or performing any job duties under the influence of drugs on the Organisation premises, or at any location while on Organisation or associated business.
- 1.3. Improper use of medication obtained through a prescription is a violation of this Policy.
- 1.4. Violation of the Organisation's drug and alcohol policy will result in severe disciplinary action, up to and including dismissal.
- 1.5. The unauthorised use or sale of alcohol on the Organisation premises, or at any location while on Organisation business.
- 1.6. Coming to work or performing any job duties under the influence of alcohol on the Organisation premises, or at any location while on Organisation business.

2. Acceptable use

- 2.2. Employees and volunteers may possess and take medication prescribed for them by a licensed physician in accordance with the prescription.
- 2.3. Employees and volunteers should keep all prescribed medicine in its original container bearing a label that shows drug identity, date of prescription, and name of the prescribing physician.
- 2.4. Employees and volunteers of the Organisation will at all times exhibit responsible behaviour when consuming alcohol at Northern Counties Dance Teacher's Association International supported business, charitable and social occasions.
- 2.5. Time constraints may be placed on the availability of alcohol at certain functions /dinner, within a set time frame and alcohol may be limited.

3. Responsibility



3.1. In the event of an employee or volunteer exhibiting signs of intoxication all reasonable care will be taken to ensure safe travel home however the Organisation takes no responsibility for the employee or volunteer once home.

3.2. Employees and volunteers should advise Managers if the taking of any medications could result in an inability to perform duties such as driving a car on Organisation business

4. Exceptions

4.1 Northern Counties Dance Teacher's Association International will on some occasions provide alcohol, light alcohol and non-alcoholic beverages in a quantity to reasonably meet the needs of the occasion. If you would prefer to not be at such an occasion (due to dependence or religious reasons) you are required to inform your line manager as soon as the date and details of the occasion are released.

5 Note

5.1 Employees and volunteers are reminded that driving whilst intoxicated is a criminal offence and if caught may lose their licence and this could in turn affect their role within the Organisation.



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