



# BMG

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## ALCOHOL AND DRUG POLICY AT WORK

BMG recognises that alcohol and drug abuse related problems are an area of health and social concern. The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is therefore BMG policy that staff may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing the Company. Special rules may apply in relation to alcohol, where the Company sponsors an event for staff e.g. the Christmas party. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

BMG recognises that a member of staff with alcohol or drug dependency problems needs help and support from his or her employer. However the Company also understands that it has a responsibility to all its employees and other stakeholders to ensure that any risks related to this are minimised.

### Accordingly, BMG policy involves two approaches:

- Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem is not recognised or (2) where treatment is not possible or has not succeeded.

BMG has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to support a member of staff during such specialist help, and as far as possible, to protect his/her employment.