

Policy title:	Drugs Policy – PM Learners		
Scope:	PM Training		
Policy owner & job title:	Cheryl Tunnicliffe, Head of Centre Operations		
Approver:	Daniel Canavan, Director of Training Operations(PM)		
Date:	31 st July 2019	Review Due Date:	31/7/20

POLICY SUMMARY

There is a clear link between misuse of alcohol, drugs and other substances and greatly reduced safety and efficiency. It is the policy of PM Training that the working environment including all vehicles should be free from the influence of drugs or alcohol. This will help to assure the health and safety of all colleagues, apprentices and learners as well as others who they come into contact with. This will also help to maintain the efficient and effective operation of our businesses and ensure our customers receive from us the service quality they require.

The following statements set out PM Training’s stance on the use of drugs, alcohol and substance abuse, providing guidance on expectations and processes.

1. POLICY STATEMENT

PM Training has a zero tolerance policy regarding drugs, alcohol and substance abuse in regard to work.

The primary aim of participating in learning at PM Training is to become prepared for full time employment and this policy falls in line with this aim.

A declaration by any learner relating to their use of drugs will be treated confidentially and supportively.

You need to make us aware if you are taking **any medication**, prescribed or over the counter, that may affect your ability to work. You should take all medication as you have been advised to take it by your GP.

Help to quit the use of drugs will be provided on case by case circumstances.

Under no circumstances may any alcohol, drugs or substances intended for abuse be brought onto company premises or any premises you may visit during your working day.

Under no circumstances should you be at work under the influence of alcohol, drugs, substances or medications (including over the counter medications) that affect your ability to work

Testing for Drugs

If an incident or accident occurs, the investigation procedure, may establish, that it would be appropriate under certain circumstances, to carry out a drugs test on the individual involved. This is known as '**For Cause**' testing.

In most cases a refusal to take a test will be treated as a positive result.

'For Cause' testing can take place at any time while you are at work if:

- you are involved in an accident or serious incident at work
- your manager or supervisor believes your **actions or behaviour** give reasonable grounds that you are unfit to report, or try to report for work through use of alcohol or drugs (whether illegal or not) or substance abuse you are in possession of alcohol or illegal drugs or other substances in the workplace, or company vehicles.
- you consume alcohol, take or administer illegal drugs or abuse any substance whilst at work.
- If you are tested 'For Cause' you will be suspended until the result is known.

What happens if the test is positive?

If the test is positive you can expect to lose your place, although you may be offered an opportunity to attend an interview with your parent/guardian/carer and alternative options for support and counselling will be discussed.

Can you appeal against a positive result?

You can appeal if you believe the test to be incorrect or you can demonstrate that at the time of the test you were not aware that you had consumed drugs or alcohol.

Pre-16 learners who attend any of the PM Training centres will fall under the policy of their school or the scheme that is responsible for their welfare and discipline.

EQUALITY AND DIVERSITY

This policy has been considered against our Equality and Diversity Policy and is designed to mitigate against potential direct or indirect discrimination.

ACCEPTABLE BEHAVIOUR POLICY

Any illegal or inappropriate use of alcohol substances will be subject to PM Training's disciplinary procedures and may result in dismissal.