

# Alcohol and Substance Misuse Policy



## **Dementia Care TLC Limited**

### 1. Purpose

The purpose of this policy is to ensure the safety, wellbeing, and dignity of service users, staff, and the public by setting clear standards regarding the use of alcohol. As a care provider regulated under the Care Quality Commission (CQC), we are committed to maintaining a safe, professional, and supportive environment at all times.

### 2. Scope

This policy applies to all employees, agency staff, contractors, and volunteers working with Dementia Care TLC in any capacity.

### 3. Policy Statement

Staff must not consume alcohol during working hours, including during breaks, travel between visits, or while on call.

Staff must not attend work under the influence of alcohol or with residual effects that may impair performance, judgment, or safety.

Alcohol consumption is strictly prohibited when providing care, support, or any services on behalf of Dementia Care TLC.

Company vehicles and personal vehicles used for work purposes must never be operated under the influence of alcohol.

### 4. Exceptions

Alcohol may be provided at official company social events (e.g., Christmas parties) only with prior authorisation from management. Staff must always drink responsibly and remain professional.

Staff on overnight respite or live-in care duties must remain alcohol-free throughout their shift, including personal time, to ensure they can provide safe care at all times.

### 5. Responsibilities

Managers are responsible for ensuring staff are aware of and comply with this policy, and for addressing concerns promptly.

Employees are responsible for presenting themselves fit for duty and reporting any breaches or concerns regarding alcohol use in the workplace.

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## 6. Procedures

If an employee is suspected of being under the influence of alcohol while at work, they may be:

Immediately suspended from duty to protect service users.

Required to attend a meeting with management to discuss the incident.

Subject to disciplinary action, up to and including dismissal, depending on the severity.

Where alcohol misuse is identified, Dementia Care TLC may offer support through referral to appropriate services or occupational health, where available.

## 7. Disciplinary Action

Breach of this policy will be treated as gross misconduct under the company's Disciplinary Policy and may result in dismissal.

## 8. Related Policies

This policy should be read alongside:

Health and Safety Policy

Safeguarding Policy

Disciplinary Policy

Code of Conduct

## 9. Review

This policy will be reviewed annually or sooner if required by changes in legislation, CQC guidance, or company procedures.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_