



Apple Tree Farm Services CIC

## Substance Abuse Policy

This policy should be read alongside **Apple Tree Farm CIC**'s policies and procedures on adult and child protection and safeguarding.

**Apple Tree Farm Services CIC** works with children and families as well as adults as part of its activities. These include farming activities, pastoral support, weekend, and holiday respite.



Substance abuse impairs the rational thinking and actions of employees, inflicting additional responsibility on co-workers, and may lead to workplace accidents, poor job performance, and unsatisfactory customer service. Therefore, **Apple Tree Farm Services CIC** has established this substance abuse policy to protect both its employees and customers, and to ensure a safe and healthy work environment for all.

### Purpose and Aims

The purpose of this policy statement is to:

- prohibit the use, distribution, and/or manufacturing of illegal drugs and alcohol on company premises.
- establish protocols and guidelines that limit the use of legal substances.
- to meet all legal requirements regarding substance abuse in the workplace
- to outline the disciplinary steps that will be taken if an employee tests positive for substance abuse.

### Scope

All applicants and employees under contract with **Apple Tree Farm Services CIC**, volunteers, and part-time, seasonal, and permanent employees, are prohibited from using, storing, manufacturing, and distributing illegal and illicit drugs and/or alcohol while on company premises.

### Workplace Rules.

While on duty at **Apple Tree Farm Services CIC**, employees are prohibited from:

1. Selling, possessing, using, manufacturing, and/or distributing proscribed drugs, including inhalants, illegal drugs, and over-the-counter drugs.
2. Selling, possessing, using, manufacturing, and/or distributing alcoholic beverages.
3. Driving **Apple Tree Farm Services CIC** vehicles or personal vehicles (if applicable) while under the influence of drugs and/or alcohol.



4. Using and/or distributing prescription drugs that cause drowsiness or impaired performance while working or being on **Apple Tree Farm Services CIC** premises.

### Reasonable Suspicion.

An employee will be subject to a formal investigation if at least one other employee, including a team leader, supervisor, or manager, has witnessed irregular behaviour, workplace use of prohibited substances, or physical impairment due to substance abuse. Additionally, **Apple Tree Farm Services CIC** requires the complaintive(s) to complete a Reasonable Suspicion Checklist to document their observations.

### Reasonable Suspicion Checklist:

- Alcohol or drug-related odours.
- Impaired speech.
- Impaired physical movements.
- Dilated or watery eyes.
- Irregular actions.
- Explosive or irregular emotions.

If there is sufficient proof of substance abuse, management, and the employee in question will convene for a formal meeting. The employee in question also reserves the right to ask for a witness to join the discussion.

### Post-Accident.

If there is a probable belief that an employee was under the influence during a work-related accident or while operating an **Apple Tree Farm Services CIC** vehicle, machine, and/or valuable device, the employee(s) in question will be subjected to an internal investigation. Should there be any evidence of breaches of the law, then the relevant authorities will be informed.

### Disciplinary Action:

If an employee is believed to be under the influence of drugs and/or alcohol, the employee in question will not be allowed to enter the workplace or interact with customers.

If an employee participates in the usage, distribution, and/or manufacturing of illegal drugs while on **Apple Tree Farm Services CIC** premises, he/she will be subject to disciplinary action, up to and including termination.

This policy was last reviewed on: 06/06/2023

**Signed:**

Farm Manager

**Date:** 06/06/2023