

Policy on Smoking, Drinking and Drugs

Smoking

We promote a healthy and comfortable working environment. Consistent with this, Griffiths Knight Case Management Ltd. has a non-smoking policy.

We also ask you not to smoke in a client's home. However, we recognise that there may be clients whom smoke and will respect their preferences but we will ask that the client should be asked not to smoke for at least an hour before a home visit, nor during the visit, and to allow the worker to ventilate the rooms they work in by opening the windows.

Alcohol

Our professional reputation is everything, so whilst you are free to choose how and when you socialise, you should always ensure that your ability to work with clients or colleagues is not compromised.

No alcohol should be consumed at work unless it is authorised by your Case Manager on special occasions. Being under the influence of alcohol at work may be treated as a disciplinary matter.

Drugs

No drugs should be taken at work, apart from those prescribed by a doctor or everyday remedies like aspirin. If your doctor has prescribed you a drug which may affect your behaviour or performance, please let your Case Manager know, any kind of drug you take into a client's home should be stored inside a cupboard or drawer. Being under the influence of drugs at work may be treated as a disciplinary matter.

Possession of, selling or distributing illegal drugs are considered to be an act of gross misconduct and will be treated accordingly.

We recognise that there may be clients who take illegal drugs and will respect their preferences but as both Griffiths Knight Case Management Ltd. and our staff have to work within the limits of the law, we will ask that the client does not do this during the visit.

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