

## DRUGS AND ALCOHOL POLICY

Policy Title:	Drugs and Alcohol Policy
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### Policy Statement

At iQualifyUK, we are committed to providing a professional, safe, and healthy leaning and working environment for all staff, faculty, students, and visitors. As a college, we hold our employees to the highest standards of professional conduct, including refraining from the misuse of drugs and alcohol.

Any misuse of drugs or alcohol within our campus premises, or during working hours (including classes, meetings, or any other events) undermines the integrity of our services and the welfare of our academic community. Therefore, IQUK maintains a zero-tolerance policy for drug and alcohol abuse in the workplace.

### Possession, Use or Sale

The possession, use, distribution, or sale of illegal drugs or alcohol on IQUK premises (including classrooms, administrative offices, Library or even restrooms), or during any work-related activity (online or in person), is strictly prohibited.

Any breach of this policy may result in disciplinary action, up to and including termination of employment. Where necessary, legal authorities will be informed, and criminal proceedings may follow. Employees are expected to be physically and mentally prepared to carry out their duties effectively, and any substance use that affects work performance or professional behaviour will be considered a serious violation.

### Drug and Alcohol Testing

While IQUK does not conduct routine drug or alcohol testing, the organisation reserves the right to request testing if there is reasonable suspicion that an employee may be under the influence during working hours or on company premises.

Reasonable suspicion may include (but is not limited to):

- Noticeable changes in behaviour, performance, or speech.
- The smell of alcohol or drugs.
- An accident or safety incident involving the employee.
- Direct observation or credible reports from colleagues or students.

Refusal to comply with a drug or alcohol test request when there is reasonable suspicion will be treated as misconduct and may result in disciplinary action, including dismissal.

## Off-Duty Conduct

While IQUK does not seek to interfere in the personal lives of its employees, any off-duty conduct involving drugs or alcohol that brings the organisation into disrepute, endangers the welfare of students, or violates safeguarding responsibilities may result in disciplinary action.

## Student and Stakeholder Safety

As an institution that serves students globally, IQUK takes its duty of care seriously. All staff are expected to uphold professional boundaries, and substance misuse is considered incompatible with IQUK's responsibility to provide a safe and respectful learning environment.

## Management Responsibility

Line managers and academic leads are responsible for ensuring this policy is followed within their teams. They must report any concerns or incidents immediately to HR or senior management. Managers must also support any team member who voluntarily discloses a problem and seeks help, directing them to appropriate support services.

## Support and Guidance

IQUK encourages a supportive approach to health and wellbeing. Employees who are struggling with alcohol or drug use are encouraged to seek help. Confidential support can be arranged through referral to medical or counselling services. Voluntary disclosure will not result in disciplinary action, provided it is made before any incident or investigation.

## Policy Review and Amendment

This policy will be reviewed annually and may be updated in line with new legislation, organisational needs, or safeguarding concerns. All employees are expected to familiarise themselves with the latest version, which is available in the employee handbook.