



**U.P. CREDIT COOPERATIVE
FERNANDEZ HALL**

Delos Reyes Street corner C.P. Garcia
U.P. Campus, Diliman, Quezon City
Telefax nos. 8924-8002/8646-8862

ALCOHOL AND DRUGS POLICY

Introduction

Being under the influence of alcohol can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. Alcohol problem can also have a detrimental effect on work performance and behaviour.

The aim of this policy is to ensure the safety of all employees, officers, members, customers and visitors of the U.P Credit Cooperative, herein under referred to as UPCC, by having clear rules in place regarding use and possession of alcohol, and to support those who have reported a problem with alcohol dependence.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Policy Provisions

1. Officers and employees may not consume alcohol in the workplace during work time or during a period prior to work where they may still be under the influence of alcohol which may carry over to the working hours. This includes business functions where the employee is representing the UPCC. Special rules may apply in relation to alcohol, where the UPCC sponsors an event for staff e.g. the Christmas party. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.
2. No officer or employee shall be in possession of alcohol in the workplace.
3. No officer and employee should try to report to work when unfit due to alcohol.
4. No officer or employee shall supply others with alcohol in the workplace.
5. The UPCC policy involves two approaches;
 - Providing reasonable assistance to the officer or member of staff with an alcohol problem who is willing to co-operate in treatment for that problem.
 - Disciplinary rules, enforced through disciplinary procedures, where use of alcohol affects performance or behaviour at work.

General policy provisions

- This policy applies to all officers and employees of the Cooperative...
- All officers and employees will be treated consistently and fairly in line with this policy and all matters concerning alcohol shall be treated as confidential.
- This policy will be communicated to all officers and employees.
- The UPCC will raise awareness of alcohol issues in the workplace. This awareness raising will include providing information leaflets, information on staff notice boards.
- The UPCC's Manager and Department Heads will receive training on how to identify, deal with and provide support to officers and staff that may have alcohol related issues.

Enforcement

The policy on alcohol will be strictly enforced.

Disciplinary action in accordance with the UPCC disciplinary procedures will be undertaken where breaches of the policy occur.

When there is reasonable belief that an individual is under the influence of alcohol on reporting for work or during the course of work, they must be sent home immediately.

Help and support:

Officers and employees with an illness related to alcohol are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.

Those who admit to having a problem with alcohol will be fully supported as follows:

- The Manager will help the officer or employee to recognise the problem. This will be through in the first instance encouraging them to seek help from his/her own choice of counselling services.
- Time off may be allowed (normally unpaid) for employees to obtain treatment or attend support groups.
- Support during a period of treatment may include a period of sick leave or approved other leave, restricted duties or temporary transfer to other work, if this is feasible.

It is recognized that the policy has limitations. If an officer or employee fails to co-operate in referral or treatment no special assistance will be given and any failure in work performance and behaviour will be dealt with through disciplinary procedures.

Approved by the Board of Directors at its Regular Monthly Meeting on April 24, 2024.

