

POLICY STATEMENT

This Policy outlines the company's alcohol policy.

POLICY RATIONALE

The rationale for this policy is to ensure that all staff are aware of Director expectations with regards provision of alcohol at company sponsored events.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

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Background

The consequences of drivers consuming even a small quantity of alcohol are well known. On average 3,000 people are killed or seriously injured each year in drink drive collisions and 15% of all deaths on the road involve drivers who are over the legal limit. For the individual driver, a conviction can result in disqualification for a minimum of 12 months and the risk of a £5,000 fine and six months in prison.

Whilst it is the responsibility of every individual driver not to drink and drive, the company must act responsibly by discouraging drinking and driving following any company sponsored event, which includes any event where the host intends to recover the cost from the company.

Were we to knowingly allow an employee under the influence of alcohol to continue working or to drive a vehicle that would not be responsible and the company could be open to prosecution should the employee be at fault in a road traffic accident.

The rules are drawn broadly and include circumstances where an employee may be driving their own car as well as a company provided car, and business or personal journeys, e.g. travelling home after a company's event.

Acting responsibly

We will give timely advice about drink driving when providing alcohol at an event organised or paid for by the company. This may include team and social events where the cost is to be recovered through expenses.

When sending an invitation or notice of a meeting or event at which alcohol is to be provided by the company a clear message must be given that it is a personal responsibility to remain within the drink drive limit. Attendees should be advised to use alternative means of transport and, if necessary, the company should consider providing that transport or overnight accommodation.

Alcohol persists in the bloodstream for some time and it is possible for drinkers to be over the legal limit the following day.

Recommended wording to accompany invitations

'As alcoholic drinks will be available at this event you are reminded that if you intend to drive to or from the venue it is your responsibility to remain within the drink drive limit. You should consider alternative means of transport. If you are staying overnight, you should be mindful that you may still be above the legal limit the next morning and alternative transport may again be appropriate.'

Summary

Meeting and event organisers and all people managers should ensure that measures to reduce risk and to provide attendees with responsible advice are put in place for every event. For further advice and risk assessment of events, contact the company directors.