

COP112

DRUG, ALCOHOL AND SMOKING POLICY

Table of Contents

1. POLICY INTRODUCTION	3
2. SCOPE	3
3. ROLES AND RESPONSIBILITIES	3
4. DRUG, ALCOHOL AND SMOKING	3
4.1. Alcohol	3
4.2. Drug	3
4.3. Smoking	3
5. RELEVANT LEGISLATION	4
6. RELATED POLICIES & PROCEDURES	4
7. FEEDBACK	4
8. DOCUMENT CONTROL AND OWNERSHIP	4

1. POLICY INTRODUCTION

The purpose of this policy is to ensure the awareness and safety of all National Ambulance employees and to ensure compliance with UAE Legislation and Regulation. This policy is also shows National Ambulance commitment providing healthy work environment and employees welfare.

2. SCOPE

The document applies to all National Ambulance staff.

3. ROLES AND RESPONSIBILITIES

All staff are responsible to for adhere to this Policy and procedure and ensure it is kept current.

4. DRUG, ALCOHOL , SMOKING

National Ambulance operates a zero tolerance to Drug and Alcohol misuse. As such all NA staff must not;

- Report for duty with detectable odor of intoxicants on their breath
- Perform any work related duty with a detectable odor of intoxicants on their breath
- Consume or use illegal drugs
- Whilst on call or duty, take any prescription medication controlled or otherwise that would result in impairment from their use. (in cases of legitimate need the employee will be required to book sick)
- Consume or use any prescription only medication where not prescribed by an authorized practitioner.

4.1. Alcohol

If there is suspicion if a staff has taken any alcohol, NA can request for a test through authorized center or facility.

4.2. Drugs

Any employee thought to be under the influence of drugs may be suspended for 48 hours pending investigation the outcome of which may result in disciplinary action including that of termination.

Employees found to be abusing any drug authorised for use within National Ambulance will also face disciplinary actions.

The use of illegal substances is a criminal matter and as such employees may face criminal implications for any actions regarding drug usage. In this event National Ambulance will cooperate fully in any criminal investigation and the employee will be suspended for the duration of the criminal investigation. If any criminal charges for substance abuse, usage or possession are brought against and employee that are found in a court of law to be true then that employee will face termination in line with the NA disciplinary policy.

4.3. No Smoking

All NA employees must know that smoking is strictly prohibited in all National Ambulance work sites. The prohibition applies to anything that can be smoked, which includes but not limited to cigarettes, , electronic cigarette, vape, herbal cigarettes, cigars and pipes (Shisha).

All National Ambulance vehicles should be smoke free.

Employees should only smoke outside in designated areas, when smoking outside employees must ensure that they disposed of butts and other litter.

No additional breaks may be taken for purpose of smoking.

Failure to comply with all of the components of the no smoking clause will result in a disciplinary action.

5. RELEVANT LEGISLATION

International, federal or local legislation and circulars relevant to this Policy. Full detail on this legislation can be found in QHP109 Legal Register.

Code, Name of Legislation	Jurisdiction
Code, Name of Legislation, Year here	Jurisdiction here

6. RELATED POLICIES AND FORMS

List related policies and procedures to the created/updated policy.

Policy & Procedure /Form

7. FEEDBACK

Any feedback or suggestions for improvement to this Policy, Processes or Procedures can be submitted to qhse@nationalambulance.ae

8. DOCUMENT CONTROL AND OWNERSHIP

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this Policy such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- HR and Corporate Service Manager

This controlled document is managed / overseen by [Procurement and Tendering Committee and/or Audit and Risk Management Committee and/or HR and Compensation Committee].

Change Brief

Version No.	Date	Change
1.0	17/12/12	Updated prior to implementation to include drug abuse.
2.0	8/Oct/19	<ul style="list-style-type: none">- Changed Policy Name, Changed Code and department from Operations (OPP103) to HR & Corporate Services (COP112),- included No Smoking Clause,- Changed Document Owner- Remove of Abuse by the exec in the Policy it will be Drug, Alcohol and Smoking Policy

CEO Approval

Board Member Verification