

Smoking, alcohol and drugs policy

Smoking

Smoking is not allowed on the premises (this includes e-cigarettes and vapes). The designated smoking area is on the green grassed area away from the entrance doors to the station. Please use public bins provided for discarded cigarettes.

Alcohol

Black Country Radio operates a no alcohol policy. Please do not consume alcohol whilst on the premises, unless there is a social or authorised event at the station.

Black Country Radio does not permit alcohol to be stored on its premises unless properly secured and with the agreement of the Directors.

Under the influence:

It is strictly forbidden to volunteer or to remain at the station under the influence of alcohol. If Black Country Radio considers that you are under the influence of alcohol you may be sent away immediately and disciplinary action may be taken in line with **Black Country Radio's Problem Solving Policy**.

Entertaining:

Any entertaining on or off the premises must be conducted sensibly. There may be alcoholic drinks at social functions and Black Country Radio expects a high standard of behaviour from all staff and volunteers.

Whilst you are responsible for your own travel arrangements to and from such functions, Black Country Radio advises that you do not drive a vehicle after consuming any amount of alcohol.

Drugs

Controlled substances:

It is a criminal offence to use, possess or deal in any controlled substances and anyone found through the **Black Country Radio's Problem Solving Policy** to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. Black Country Radio will notify the Police where appropriate.

At the station:

Black Country Radio does not permit controlled substances (other than prescribed drugs) to be used, stored or sold on its premises.

Under the influence:

It is strictly forbidden to come to the premises or to remain at the premises under the influence of any drug.

If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to the CEO or Volunteer Manager.

If Black Country Radio considers that you are under the influence of any drug (including prescribed drugs which have or could have affected your work or behaviour and of which you have failed to notify) disciplinary action will be taken.

Failure to comply with the above will lead to disciplinary action in line with **Black Country Radio's Problem Solving Policy**.

Black Country Radio Directors (as managed by Waterfront Media CIC) have overall responsibility for this policy.