

# Comprehensive Guide To Your Business Alcohol Policy

Helping Deliver Best Practice & Employee Well-Being...



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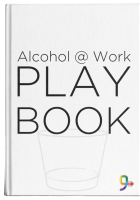
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**Association for Coaching**

ALCOHOL-FREE LIVING CHANNEL  
PUBLISHERS OF BEST SELLING HOW TO QUIT ALCOHOL BOOK  
WALKING BACK TO HAPPINESS THE SECRET TO ALCOHOL-FREE LIVING & WELL-BEING

# YOUR ALCOHOL POLICY



SOME FACTS & FIGURES

## ALCOHOL @WORK FACTS

“No workplace can successfully tackle workplace well-being without tackling alcohol.”  
*Alcohol Change UK*

**£\$** **17 MILLION** working days are lost each year because of alcohol-related sickness at an estimated cost of £1.7 billion p.a. Total lost productivity due to alcohol use costs UK economy £7 billion p.a.

**👤** **77% OF EMPLOYERS** interviewed identified alcohol as a major threat to employee well-being and a factor encouraging sickness absence  
 Alcohol Change UK

**👤** **40% OF EMPLOYERS** mention alcohol as a significant cause of low productivity  
 Source: Chartered Institute of Personnel & Development (2007)

**👤** **8.4+ MILLION** people in England were drinking at higher-risk levels in June 2022, up from 4.8 MILLION in February 2020  
 The Royal College of Psychiatrists

**🕒** **30+% OF UK ADULTS** try to cope with workplace stress by consuming alcohol but currently only 6% of those intend to cut back  
 Alcohol Change UK

**🗣️** **27% SAY** workplace stress makes them drink more  
 Source: YouGov (2012)

**👤** **167,000 WORKING YEARS** Are lost to alcohol every year  
 Public Health England 2016

**🚫** **BETWEEN 3% AND 5%** of all work absence is caused by alcohol consumption  
 Source: Health & Safety Executive

**💊** **35% OF PEOPLE** say they've noticed colleagues under the influence of drugs and alcohol at work  
 Source: Considerate Constructors Scheme (2016)

**🗣️** **25% SAY** that drugs or alcohol have affected them at work, with 23% saying they had experienced decreased productivity as a result  
 Source: Considerate Constructors Scheme (2016)

**25M ADULTS IN ENGLAND** REGULARLY DRINK ALCOHOL  
 Statistically drinkers are more likely to be employed than non-drinkers.  
 Source: NHS (2018) & Public Health England (2016)

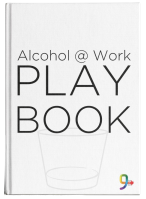
**FACTORS INCREASING THE LIKELIHOOD OF ALCOHOL-RELATED HARM:**

- Shift work
- Poor working conditions
- Personal conflict and stress
- Low job security or lack of control
- Changes or upheaval at work
- Drinking culture being seen as normal at work

**WHO DRINKS THE MOST**  
**HIGHER EARNERS** are more likely to drink than those on lower incomes  
**OLDER PEOPLE** are more likely to drink regularly  
**MEN** are more likely to 'binge drink' than women (this is less the case among the young)



# YOUR ALCOHOL POLICY



## ALCOHOL @WORK POLICY PLAYBOOK - INTRODUCING

### THE ALCOHOL @WORK PLAYBOOK

is a comprehensive guide to your business's alcohol policy, helping deliver best practice and employee well-being...

We work with your HR and well-being teams to develop an ALCOHOL @WORK PLAYBOOK detailing your alcohol policy - to maximise impact for your organisation.

### A WORKPLACE FREE FROM ALCOHOL HARM WILL SEE:

- A reduction in the risk of safeguarding incidents such as sexual harassment.
- Real, measurable improvements in well-being - physical, mental & financial.
- Genuine inclusion of the non-drinking workforce.
- Significant enhancements in productivity.

Alcohol Change UK

### THE PLAYBOOK ENSURES YOUR BUSINESS IS...

- Providing a consistent narrative across the whole company.
- Following best practice as regards alcohol consumption @work.
- Looking after the well-being and mental health of its staff.
- Inclusive - including all staff, drinkers and non-drinkers.

INTRODUCING...



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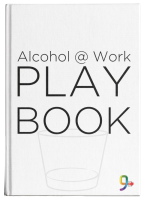
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# YOUR ALCOHOL POLICY



## ALCOHOL @WORK POLICY PLAYBOOK - DEVELOPMENT

DEVELOPMENT & FINALISATION

### CONTENTS

USING THE POLICY

OBJECTIVES

SCOPE

COMMUNICATION

DATA COLLECTION

RULES

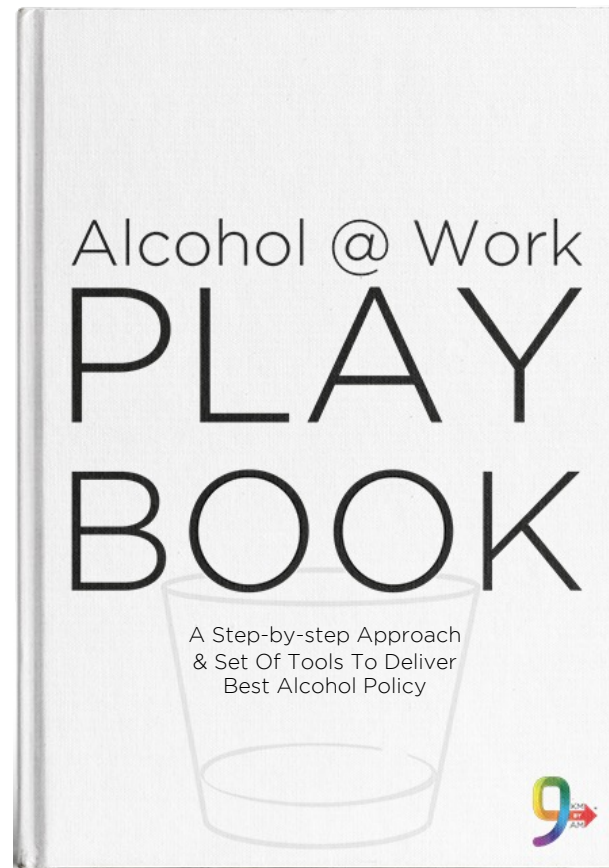
RESPONSIBILITIES

HELP & SUPPORT

ALCOHOL TESTING

BREACHES OF POLICY

RIGHT OF APPEAL



### OBJECTIVES

Providing a consistent approach to the use of alcohol, which can be adopted by the whole company and supply chain.

The Policy is designed to:

**Raise awareness of the risks and potential harm to health associated with the use of alcohol.**

Set out the rules regarding the use of alcohol so that employees and others are aware of the likely consequences of misusing them.

**Create a climate that encourages individuals who may be misusing alcohol to come forward and seek help.**

Provide a framework to enable instances of alcohol misuse to be handled in an appropriate, fair and consistent manner.



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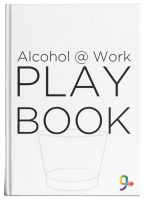
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# YOUR ALCOHOL POLICY



## TEAM - LAUREN BOOKER

### ALCOHOL CONSULTANT

Alcohol consultant with fourteen years experience.

From a background in alcohol and drug treatment, my work over the last decade has focused on helping organisations to reduce alcohol harm, through developing robust policies and practices that protect the employer and boost employee wellbeing.

I'm also a sober coach and have been delivering online behaviour change support since 2014. I consulted on the Government's Model Alcohol Policy for business and I deliver consultancy services including needs analyses, research and evaluation alongside corporate webinars and events on alcohol and mental health, mindful drinking and other topics.

### AUTHOR

As one of the original founders of the Dry January movement, in 2017, I was asked by Random House to write Try Dry - The Official Guide to a Month Off Booze. Through my work with Dry January, I've helped thousands of people to achieve and maintain a healthy lifestyle without dependence on alcohol.

### QUALIFICATIONS

BHSc in Addictions

MSc in Health and Wellbeing

Cert HE Counselling

CMI (level 4) Certificate in Coaching and Mentoring

LBGT Workplace Champion - Gold Level



LAUREN BOOKER

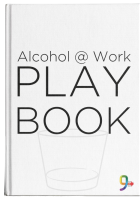


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# YOUR ALCOHOL POLICY



NIGEL JONES

## TEAM – NIGEL JONES

### POSITIVE PSYCHOLOGY & BEHAVIOURAL CHANGE COACH

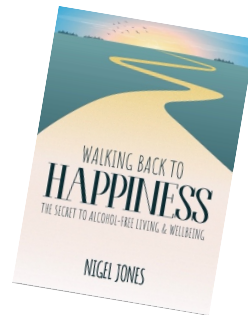
I am the founder of the health and wellness channel 9KM BY 9AM and a leading behavioural change coach working 1-2-1 with C-suite executives, business professionals, entrepreneurs and sports people to transform their relationship with alcohol and power up their health, careers and lives.

I specialise in self-development, motivation, the power of nature for healing, mindfulness, movement, alcohol-free living and habit change. Helping clients hone their values, beliefs and goals to find their purpose, aiding their well-being and self-development.



### AUTHOR

My first book “WALKING BACK TO HAPPINESS – THE SECRET TO ALCOHOL-FREE LIVING & WELL-BEING” is a story of transformation, self-help, health & happiness rolled into one. [Amazon Author Page](#)



### QUALIFICATIONS

Diploma in Positive Psychology Coaching – double accredited, International Coaching Federation and Association for Coaching, AreteWay Coaching Course.

Accredited Sober Coach, awarded by AreteWay Coach.

Practitioner in Neuro Linguistic Programming and Professional Member of the Association of NLP.

Is trained in the Power Of Awareness, University of California, Berkeley's Greater Good Science Center and the Awareness Training Institute.

A graduate of the London School of Economics, University of London.

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