



Drug, Alcohol and Substance Misuse Policy

Purpose

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all employees, volunteers and service users by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug 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".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, 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".

Principles

- All employees and volunteers will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be fully supported by the Service Manager.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974.

Scope

- Pillar Kincardine's alcohol and drugs policy applies to all employees and volunteers.
- The *rules* laid out in this policy apply to all employees, volunteers and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy and procedure.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness, absence and timekeeping policy and procedure.

Rules

Pillar Kincardine's policy is that during working hours and at all times whilst on work premises employees and volunteers must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the organisation, and to ensure service users receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, volunteers or contractor shall:

- report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance misuse;
- be in possession of alcohol or illegal drugs** in the workplace;
- supply others with illegal drugs** in the workplace;
- supply others with alcohol in the workplace;
- consume alcohol or illegal drugs or misuse any substance whilst at work.

* Whether an employee is fit for work is a matter for the reasonable opinion of management.

** Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

In addition, employees, volunteers or contractors must:

- ensure they are aware of the side effects of any prescription drugs;
- advise the Service Manager immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others (for example drowsiness).

Contravention of these rules is gross misconduct and Pillar Kincardine will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of contractors, services may be terminated immediately upon a breach of these rules.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.

In addition, possession of or dealing in illegal drugs on Pillar Kincardine premises/business will, without exception, be reported to the Police.

Help and Support

Accordingly, Pillar Kincardine policy involves two approaches:

- Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

Pillar Kincardine has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy Pillar Kincardine will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

Assistance for a Member of Staff

1. Pillar Kincardine will, where possible, provide the following assistance to a member of staff:

- Helping the member of staff to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.
- Support during a period of treatment. This may include a period of sick leave, approved other leave or continuation in post, depending upon what is appropriate in terms of the staff member's condition and needs of Pillar Kincardine.
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable.

2. Pillar Kincardine's assistance will depend upon the following conditions being met:

- Confirmed General Practitioner diagnosis of an alcohol or drug dependency related problem.
- The member of staff recognises that he/she is suffering from an alcohol or drug misuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

3. Pillar Kincardine and its employees must recognise the following limits to the assistance it can provide:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.
- A member of staff's continuation in his/her post during or after treatment will depend upon the needs of Pillar Kincardine at that time.

Disciplinary Action

1. In line with Pillar Kincardine's Disciplinary Procedure, the following will be regarded as serious misconduct:

- a) Attending work and/or carrying out duties under the influence of alcohol or drugs.
- b) Consumption of alcohol or drugs (other than where prescribed) whilst on duty.

2. Where a breach of these rules occurs, but it is established that an alcohol or drug misuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, Pillar Kincardine will **suspend** application of the Disciplinary Procedure and provide assistance as described above. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Procedure.