



# ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY

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## Glossary

Term	Description

## 1 INTRODUCTION

The organisation is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees, workers, self-employed staff and all persons coming onto the organisation's premises.

The organisation will undertake and regularly review risk assessments to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of all work activities undertaken by the organisation (in particular any safety critical operations) to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, patients and the public.

The organisation prohibits the drinking of alcohol by employees and contractors at any time in the workplace or on company business.

The organisation will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The organisation expressly prohibits the use of any illegal drugs, 'legal highs' or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on organisation premises, in organisation vehicles or at a company function, they will be regarded as serious, will be investigated by the organisation, and may lead to disciplinary action and possible reporting to the police.

It is the policy of Badger to endeavour to promote and protect the health of its staff and patients by the implementation of an Alcohol, Drug and Substance Abuse Policy.

Badger's intention is to ensure the setting of safety standards relating to excessive or inappropriate drinking of alcohol or drug or substance abuse.

Where possible, Badger will offer help and support to those whose habits are affecting performance, may endanger the health and safety of patients, colleagues or themselves, or who may be worried about their alcohol, drug or substance abuse habits.

In order to achieve this, Badger will:

- Maintain a no alcohol policy on all its premises.
- Seek to enable early identification of alcohol, drug or substance abuse problems. Encourage self-referral in order to offer assistance and motivate staff to seek and accept counselling.
- Outline clear procedural guidelines and rules for dealing with alcohol, drug or substance abuse problems and make all employees aware of these and of their responsibilities under them.

### 1.1 Identifying the problem

Alcohol, drug or substance abuse can manifest itself in any of the following ways:

- Stress, anxiety and burnout
- Sickness and absenteeism

- Poor quality practice and performance
- Accidents or incidents involving staff or patients
- Negligence
- Lack of overall motivation
- Dangerous or unsafe driving practices

## 2 BADGER'S EXPECTATIONS OF ITS EMPLOYEES

No employee or other person under the organisation's control shall, in connection with any work-related activity:

- report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- consume or be under the influence of drugs or alcohol while on duty;
- store drugs or alcohol in personal areas such as lockers and desk drawers; or
- attempt to sell or give drugs or alcohol to any other employee or other person on the company premises.

Employees must inform their line manager or HR regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used while at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the organisation will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.)

All employees need to accept that it is a disservice to cover up for any alcohol or drug or substance related absenteeism or inefficiency owing to misuse. They should encourage anyone coming to their notice to discuss the condition, seek professional advice and the most appropriate treatment.

All staff must present themselves professionally and should not be under the influence of alcohol (or smell of alcohol), drug or any illegal substance. The safety of others must not be put to risk, either directly or by affecting others working in their jobs.

The effectiveness of this policy requires the support of all staff.

## 3 PROCEDURE FOR DEALING WITH PROBLEM DRINKERS/DRUG ABUSERS

Badger intends to distinguish between the person for whom drinking is becoming a problem and whom it wishes to help, and misconduct as a result of alcohol misuse, drug or substance abuse. This latter point will be dealt with under the Disciplinary Procedure.

Staff with alcohol, drug or substance abuse related problems need to be identified as early as possible, encouraged to obtain help and advised, where this may be obtained. They will be given the understanding and support of management.

Managers are responsible for monitoring work performance and observing any deterioration. Where a manager suspects that poor performance may be caused through the effects of alcohol, drug or substance misuse, he/she will interview the employee to attempt to identify the cause of the problem and suggest and agree ways of alleviating it.

If an alcohol, drug or substance abuse problem is acknowledged by the employee the employee should be referred to Badger's Occupational Health consultant in the first instance for advice and support in respect of treatment. Where

the Occupational Health report indicates that an alcohol, drug or substance abuse problem is present, appropriate support should be given by Badger.

Occupational Health will provide advice and support and may suggest referral for specialist treatment where appropriate.

Absence from duty for assessment or treatment may be treated as sick leave in the first instance.

Following a course of treatment, if an employee's alcohol, drug or substance abuse problem recurs, consideration should be given to their future employment.

Where the employee refuses to acknowledge an alcohol, drug or substance abuse problem, or refuses treatment, then the poor performance will be dealt with under Badger's Disciplinary or Capability Policy.

It is recognised that employees with alcohol, drug or substance abuse related problems may only be identified as a result of the disciplinary process arising out of poor work performance. Where this is the case disciplinary action should be suspended subject to the employee agreeing to be referred to Occupational Health for support and treatment.

If any employee refuses diagnosis or help or discontinues a recovery programme, disciplinary procedures may be implemented to deal with future unacceptable behaviour or performance.

## 4 ALCOHOL, DRUG OR SUBSTANCE ABUSE OFFENCES

Alcohol, drug or substance abuse offences are matters of misconduct and will be treated under the disciplinary procedure. Examples are:

- Being under the influence of alcohol, drug or substances while on duty
- Being incapable of work as a result of alcohol, drug or substance consumption
- Actually consuming alcohol, drugs or substance when on duty

The matters above are considered to be offences of gross misconduct and as such are examples under Badger's Disciplinary Policy. Although the full circumstances of a case must be investigated and considered before dismissal for a first offence, the duty to provide a safe environment for patients, the public and employees, means that all employees must know the seriousness with which these offences are regarded.

If during the course of a disciplinary interview or investigation for a such an issue, it becomes likely or apparent that the employee has an alcohol, drug or substance abuse problem, then before a disciplinary decision is taken steps should be taken to offer assessment and support.

The Occupational Health report will be taken into account when reaching a disciplinary decision. However, even if this indicates there is an alcohol, drug or substance abuse problem, a disciplinary decision will need to be taken bearing in mind the employee's willingness or otherwise to seek help.

If the misconduct is so severe, even taking into account that a problem has been identified as a mitigating circumstance, dismissal may still be the action. Attempts should however be made to provide help and support if requested by the employee.

## 5 ROLE OF OCCUPATIONAL HEALTH CONSULTANT

The Occupational Health consultant provides a confidential service to Badger's employees in addition to giving advice to its managers.

The OH consultant will respond to referrals from managers, the human resources manager, and individual employees to arrange for an assessment, and, where necessary, an appropriate form of treatment or further referral.

The OH consultant will provide advice, health education and related training

## **6 ROLE OF HUMAN RESOURCES**

The Human Resources Department will provide assistance on the application of this policy.

Badger's Disciplinary Procedure provides for the presence of a member of the Human Resources Department to certain disciplinary interviews but managers are also encouraged to discuss any related problems with the Human Resources Department, even if the matter is not the subject of disciplinary action.

Any individual employee may, as always, discuss any problems with a member of the Human Resources Department if he/she feels unable to do so with their manager, or they are unclear as to whom they should take their problem..

## **7 STAFF GUIDELINES**

This policy covers all Badger employees.

## **8 CONFIDENTIALITY**

The details of treatment of any individual employee who has, or had, a drink or drug abuse problem, will remain strictly confidential. Any absence required for assessment or treatment may, at management discretion, be counted as "sick leave".