

## Policy and Procedure – Alcohol and Substance Misuse

<b>Name</b>	Policy and Procedure – Alcohol and Substance Misuse
<b>Summary</b>	This document sets out the policy and procedure for managing alcohol and substance misuse within the Golden Jubilee Foundation
<b>Associated documents</b>	Disciplinary Policy, Absence Management Policy
<b>Target audience</b>	All staff of the NWTC
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<b>PIN policy</b>	Managing Health at Work
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<b>Signature of Chief Executive</b>	
<b>Signature of Sponsoring Director</b>	

## Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the Golden Jubilee Foundation have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality of care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Our values are that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a “can do” attitude at every opportunity.

Our policies are intended to support the delivery of these values which support employee experience.

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## **Policy and Procedure on Alcohol, Drugs and Substance misuse.**

### **1. Introduction and policy statement**

- 1.1 The ~~NWTC~~ Golden Jubilee Foundation (GJF) recognises the need for an alcohol and substance misuse policy and procedure that uses a constructive and preventative strategy designed to identify at the earliest possible stage, alcohol and/or substance misuse among our staff. This allows us to provide advice and support at an early stage.

The development of this policy and procedure is borne out of the organisation's concerns for the health and wellbeing of all ~~NWTC~~ GJF employees.

The organisation also has, as far as is reasonably practicable, a duty of care to all employees and those who use our premises under The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Misuse of Drugs Act 1971.

### **2. Definitions**

- 2.1 Alcohol Misuse – can be defined as the drinking of alcohol either intermittently or continually which interferes with a person's health, social functioning and/or work capability or conduct.
- 2.2 Drug – substances that alter the way in which the body and/or mind work. In the context of this policy refers in particular to any psychoactive drug (chemical substance that affects brain function causing changes in behaviour, mood and consciousness) whether illegal, legal over the counter from pharmacies and other outlets, or substances such as solvents. In the case of prescribed drugs, their possession and proper use is acknowledged as legitimate.
- 2.3 Substance misuse – can be defined as the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed medicines or solvents.
- 2.4 Sensible alcohol consumption – current guidance is as follows:
- Men – no more than 3 - 4 units per day with at least 2 alcohol free days per week
  - Women – no more than 2 – 3 units per day with at least 2 alcohol free days per week.

### 3. Scope

- 3.1 This policy applies to all employees (bank, agency, and temporary staff), visitors, volunteers, customers and contractors of the ~~NWTC-GJF~~ including those representing the organisation in whatever capacity.
- 3.2 The Chief Executive has approved the sale, distribution and possession of alcohol on ~~NWTC-GJF~~ premises, with the ~~Golden Jubilee Beardmore and Hotel~~ Conference ~~Hotel~~Centre Bar and Restaurant Manager being the current license holder under the licensing laws.
- 3.3 Alcohol should not be consumed by staff in either the hospital or hotel during working hours including meal breaks or during periods of on-call.
- 3.4 It is prohibited to dispense, manufacture, use or offer to buy a controlled drug unless in the administration of your duties within the ~~NWTCGJF~~.
- 3.5 The ~~NWTC-GJF~~ requires employees to attend for work and be free from the effects of alcohol and drugs at all times during their work shift.
- 3.6 The policy is not concerned with alcohol/drug/substance consumption/use that takes place socially where there is no effect on work performance and/or behaviour. However where work performance is affected it will be the responsibility of the Manager in conjunction with the Human Resources (HR) department to decide whether it is appropriate for the situation to be dealt with in accordance with the Disciplinary Policy or within the framework of the Alcohol and Substance Misuse Policy.
- 3.7 The ~~NWTC-GJF~~ recognises that alcohol/substance misuse and/or dependence are treatable conditions and seek to give support and guidance.
- 3.8 All staff will be made aware of the policy and that assistance, early detection, diagnosis and treatment is readily available.
- 3.9 Where employees are using prescription drugs, which may affect their performance and/or behaviour, they must inform their manager.
- 3.10 Employees attending functions whilst representing the organisation should act responsibly.
- 3.11 Alcohol should not be consumed at functions if you are returning to work or are on-call.
- 3.12 Non-alcoholic drinks should always be made available at in-house functions.

#### 4. Rationale

4.1 Alcohol and/or substance misuse can have a considerable detrimental effect on an individual's health having the potential to affect both their personal life and their work capabilities.

4.2 Alcohol and/or substance misuse can impact on effective performance, increase sickness absence, reduced productivity and increase incidents/accidents within the workplace.

4.3 Prevalence of alcohol and drug use:

- Alcohol

The vast majority of adults in Scotland drink alcohol (90% of men and 80% of women)

A quarter of men and just under one fifth of women were categorized as hazardous or harmful drinkers (as defined by the recommended weekly alcohol intake)

- Drugs

- “A report carried out on UK employees found that there has been a 43% increase in UK employees testing positive in the ~~last five~~last five years and nearly 1 million workers have drugs in their system at any one time while on the job.
- This report also suggests that as many as one on thirty UK employees will have drugs in their system at the workplace.
- (*Healthy Working Lives 2011*)

#### 5. Aims and Objectives of the Policy

5.0 To protect the health of all employees through the following actions:

5.1 Raise awareness of the potential risks associated with alcohol/drug/substance misuse.

5.2 To recognise the problem of alcohol/drug/substance misuse in the workplace and to indicate a willingness to address the problem. It can be difficult for people to admit to themselves and/or others that their alcohol/drug/substance misuse is out of control; therefore they need to know that their problem will be treated as a health issue rather than an immediate cause for dismissal or disciplinary action.

5.3 To focus on impaired work performance and/or behavioural problems, which provide a legitimate basis for intervention, without interference in the private lives of employees.

- 5.4 To promote a climate that removes the tendency to conceal, deny and/or cover up the problem and give both staff and management the confidence to deal with it.
- 5.5 To make managers aware of the implications of not tackling possible alcohol/drug/substance misuse, especially where safety is an issue.
- 5.6 To restore staff that may need to use this policy to their optimum capabilities
- 5.7 To recognise that employees with alcohol/drug/substance misuse problems have the same rights to confidentiality and support as they would for any other medical or psychological condition.
- 5.8 To allow steps to be taken at an early stage to tackle any problems identified in order to prevent the situation deteriorating and becoming a disciplinary matter.
- 5.9 To offer encouragement and assistance to employees who suspect or know that they have an alcohol/drug/substance misuse problem and to voluntarily seek early intervention and support.
- 5.10 Treatment can result in a full and lasting recovery, however should an individual relapse and problems reappear (having previously accepted treatment) the case will be reviewed sympathetically and in light of expert opinion, the possibility of an opportunity for further support considered.
- 5.11 Training for managing conversations with employees suspected of having or who have disclosed they have an alcohol/drug/substance misuse problem will be included in Capability - Managing Performance and Handling Disciplinary and Grievance training.

## **6. Procedure**

### **6.1 Responsibilities**

- 6.1.1 Every employee from the Chief Executive down must take responsibility for being familiar with the policy and adhering to it in order to make the policy work.
- 6.1.2 The Human Resources (HR) Director, in conjunction with the Occupational Health Department (OH) is responsible for operating and monitoring the policy.
- 6.1.3 Managers will be responsible for managing employees in accordance with the policy.

## 6.2 A Guide for Managers

If a manager/supervisor has concerns about a colleague's behaviour at work and/or suspects that he/she is under the influence of alcohol/drug/substance misuse, the following procedure should be implemented:

- 6.2.1 The Manager/Senior Nurse should speak to the employee to assess whether or not he/she is fit to remain at work. If this occurs within normal office hours, guidance may be sought from the OH/HR Departments.
- 6.2.2 If the assessment is such that the employee is unfit for work and requires to be sent home, assistance may be requested from either another senior member of staff or security if required.
- 6.2.3 The employee should be given the opportunity to call a family member/friend to collect them from work or, alternatively, a taxi can be arranged.
- 6.2.4 A decision should be made as to whether or not the employee should be accompanied on their way home and suitable arrangements made. Consequently, it may be necessary to enquire about home arrangements.
- 6.2.5 Documentation noting the sequence of events should be prepared by the Manager/Senior Nurse and forwarded to the employee's Manager (if different) and investigations made through the normal channels, involving the HR team at an early stage. (see Section 7)

## 6.3 **Declaring a problem- Applies to ALL employees.**

- 6.3.1 Employees who know or suspect that they may have an alcohol/drug/substance misuse problem are encouraged to seek help and treatment voluntarily. This may be done using hospital services such as OH / HR / their line manager. The employee may also wish to consult outside agencies, some of which are listed at the end of the policy.
- 6.3.2 Employees who declare that they have an alcohol/drug/substance misuse problem will be treated with respect and the information they impart will be treated as confidential.
- 6.3.3 Employees will be offered support through the appropriate agencies.

- 6.3.4 Where necessary, the employee will be granted leave to undergo treatment and such leave will be treated as sick leave within the terms of the appropriate sick pay scheme.
- 6.3.5 On returning to work following a period of treatment, the employee should be permitted to return to their former role, unless this is deemed to be unsuitable. If the employee cannot return to their former role, every consideration will be given to finding suitable alternative employment.
- 6.3.6 Following return to employment, should work performance suffer as a result of recurring alcohol/drug/substance misuse.- discussions will take place between OH /HR and the employees line manager on how to best support the employee. If appropriate, further help and support may be offered. In some cases the matter may be referred for consideration in line with the Board's disciplinary policy.
- 6.3.7 Having accepted help and treatment and resolved the alcohol or substance misuse problem, the employee's promotional prospects should not be impaired.
- 6.3.8 Any employee who refuses the offer of referral to internal or external sources of help or support, or who discontinues their course of support and continues to show unsatisfactory levels of performance, may be subject to action under the [Disciplinary Dealing with Employee Conduct](#) Policy.

## **7. Suspension due to Incapacity as a result of alcohol/drug/substance misuse**

- 7.1 Suspension will be applied to any employee who is assessed to be unfit for work due to alcohol/drug/substance misuse on [NWTG-GJF](#) premises. This assessment will take into consideration if the individual is in personal danger, a danger to fellow employees/patients/visitors or other users, or is incapable of performing his/her job because of incapability due to alcohol/drug/substance misuse.
- 7.2 The employee will be advised that he/she should not report for work until advised to do so. The suspension will be with full pay and will be kept to a minimum.
- 7.3 If the employee refuses to co-operate or is unmanageable, we would involve our security team however, [NWTG-GJF](#) reserves the right to protect third parties and will notify the Police if circumstances warrant.
- 7.4 The employee's Manager will arrange for the matter to be investigated
- 7.5 Following these events a three-step process will take place:

## **Step 1 - Ascertain if there is a problem**

e.g. If alcohol/drug/substance misuse during working hours, during breaks or before coming on shift is a regular occurrence or if regular misuse outside working hours is having an adverse effect on work performance.

The following should also be considered:

- Sickness absence records
- Productivity
- Accident Records
- Disciplinary problems

## **Step 2 - Decide what action is to be taken**

The existence of alcohol/drug/substance misuse can come to light in a variety of ways and, in the first instance; the OH Nurse and a member of the HR team should be contacted by the Manager/Senior Nurse for a confidential discussion. Referral procedures are undernoted: -

***Self-referral*** - the employee makes a direct approach for help to OH.

***Manager referral*** - the employee will be referred to OH for advice and further support, after discussion with either his/her Manager and/or the HR Department. The employee should be made fully aware of the reason for referral.

***Investigation*** – The manager together with a member of the HR team will conduct an investigation prior to making a recommendation of whether to proceed to disciplinary or take some other course of action.

***Disciplinary Hearing*** - an employee's performance may be unsatisfactory or giving cause for concern. In this case, the Disciplinary policy will be applied. -

## **Other actions**

1. The employee should be advised of the Alcohol and Substance Misuse Policy and if he/she indicates that there is a problem, a referral to OH for assessment and appropriate support will be offered.
2. Referral for counseling.
3. A formal agreement will be drawn up outlining the terms of the support being offered and required compliance. Employees will be advised of the consequences of failure to comply with this agreement.

4. The employee will be advised that referral does not confer immunity from the formal disciplinary process, either on this occasion or in the future should there be misconduct.
5. The employee will be advised that OH will review them on a regular basis to assess progress on their condition and, if required, offer further support.

### **Step 3 - Taking action**

Supervisors/Managers need to be clear about the policy and procedure and what to do if they suspect an employee's alcohol/drug/substance misuse is affecting their work. They also need to be aware of the implications of not tackling possible alcohol/drug/substance misuse, especially where safety is an issue.

*Support Available: -*

Support is made available to all ~~NWTCB-GJF~~ employees through OH.

Employee's may be allowed time off to attend agreed support services.

Regular reports may be provided by the agreed support service(s) confirming the employee's attendance and progress.

The OHN will be advised if the employee ceases to attend support service(s) at which time further discussion will take place with the employee prior to alerting both the appropriate line manager and HR team member, where a formal agreement has been signed and agreed.

Regular discussions will take place, between the employee and OH, to monitor and change treatment accordingly to meet the needs of the employee

## **8. Monitoring Procedures Following Treatment**

- 8.1 Following return to work, the employee's Manager will monitor the situation from the perspective of work performance.
- 8.2 Should work performance suffer, as a result of alcohol/drug/substance misuse related problems, each case will be considered on its merits and, if appropriate, a further opportunity to accept and co-operate with help and treatment may be offered, subject to the support service(s) being willing to accept the employee for re-referral.
- 8.3 It is the Manager's role to accept responsibility for monitoring the employee's conduct and performance after counseling and to keep the OH and the HR Department informed of its continued effectiveness.

8.3 The issues relating to work may be considered in-line with the appropriate policy e.g. discipline, managing employee capability.

## **9. CONFIDENTIALITY**

OH has an open door policy that allows employees to attend for confidential support.

## **10. POLICY REVIEW**

The OH and HR Departments will review the policy 3 yearly or as required due to changes in legislation, national or local guidance.

## **11. POLICY COMMUNICATION**

The initial policy and procedure relating to Alcohol and Substance Misuse was approved and implemented on 02/03/2007, following an extensive consultation period.

This policy will continue to be reviewed on a regular basis and updated in line with current legislation as appropriate. It is available for all employees to view on the NWTC intranet and Q-Pulse.

Changes to the location of all policies and procedures during 2010 to allow all policies to be stored in one place, Q-Pulse, should make access simpler and easier for all. Employees will be kept fully informed of these changes.

This reviewed and updated version of the policy has been circulated for comment and discussion through the Health and Safety Committee and Partnership where a wide variety of employee groups are represented.

## **12. External Support Agencies**

Al-Anon 0141 339 8884 (10am-10pm, 365days/year)

AA 0845 769 7555  
[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

Alcohol Focus Scotland 0141 572 6700  
[www.alcohol-focus-scotland.org.uk](http://www.alcohol-focus-scotland.org.uk)

Breathing space 0800 83 85 87

Drinkline Scotland 0800 7 314 314

FRANK	0800776600 <a href="http://www.talktofrank.com">www.talktofrank.com</a> Text 8211
Know the Score	0800 5875879 <a href="http://www.knowthescore.info">www.knowthescore.info</a>
Phoenix Futures	0141 332 2577
Samaritans	08457 909090 <a href="mailto:jo@samaritains.org">jo@samaritains.org</a>

### 13. Statutory compliance

This policy and procedure complies with the relevant statutory requirements, including the following Acts, any subsidiary legislation and subsequent amendments

- Health & Safety at Work Act 1974
- Management of Health and Safety at Work Regulation 1999
- Data Protection Act 1998
- Equality Act 2010

### 14. References

~~[PIN Guidelines \(Tobacco, alcohol and other substances\)](#)~~ [Managing Health at Work PIN policy](#)  
~~[Disciplinary Policy \(COR-HR-GEN-POL-9\)](#)~~ [Dealing with Employee Conduct policy](#)  
 Sickness Absence Policy (COR-HR-GEN-POL-18)  
 Occupational Health Policy (COR-OCCH-POL-1)  
[www.hse.gov.uk](http://www.hse.gov.uk)  
[www.healthyworkinglives.com](http://www.healthyworkinglives.com)