

LORETTO POLICY FOR ALCOHOL AND DRUG ISSUES WITHIN THE WORKPLACE		No. 12
Date Reviewed: October 2019	Next Due: October 2022	Approved: February 2012 by S Carr

1.0 Introduction

1.1 Loretto is committed to promoting the health and well being of all employees. Alcohol and drug problems can affect personal health, social functioning and impair work capability. As such, the organisation recognises the need for a policy designed to encourage and promote sensible drinking as part of a healthy lifestyle. Loretto aims to provide a work environment free from inappropriate use of drugs and alcohol and where employees are able to carry out their duties in a safe and productive manner, providing appropriate safeguards for tenants, service users and colleagues. The organisation will provide information on support organisations that employees may wish to access if they have issues with alcohol or drugs. This will be supplemented by health promotion on safe drinking levels and the affects of drug or alcohol problems.

1.2 The aims of the policy are to:

- alert employees to the risks associated with alcohol and drugs and to promote an awareness of sensible drinking.
- encourage employees who suspect or know that they have an alcohol or drug related problem to seek help directly through their GP or by contacting one of the agencies whose details are attached
- ensure that employees requesting help with drug or alcohol issues are offered appropriate supports and related policies are used appropriately
- promote health and wellbeing to ensure employees are able to work to the best of their ability
- safeguard the wellbeing of employees, tenants and service users

1.3 Loretto recognises its legal obligations under the Health and Safety at Work Act 1974, Management of Health and Safety at Work (Amendment) Regulations 2006, Misuse of Drugs Act 1971 and Road Traffic Act 1988.

1.4 Any employee seeking assistance from the organisation under this policy will be assured of confidentiality at all times, unless there is a clear risk to the health and safety of the employee themselves, their colleagues, tenants or service users.

1.5 Employees receiving support under this policy will not be disadvantaged in future promotion prospects as a direct result of this. However, should performance at work be affected, then appropriate action would be taken through the Capability Procedure. Please refer to the Capability Policy and Procedure.

2.0 Definitions

- 2.1 Alcohol problem: An alcohol problem is defined as any drinking, whether intermittent or continual, which interferes with a person's health and/or social functioning and/or work capability or conduct.
- 2.2 Drugs: Any drug, controlled under the Misuse of Drugs Act 1971, whether illegal, prescribed or over the counter or solvents such as glue, butane etc. In the case of prescribed and over the counter drugs, their possession and use by the prescribed person is acknowledged as legitimate.
- 2.3 Drug problem: The use of illegal drugs, the deliberate use of prescribed or over-the-counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual, which interferes with a person's health and/or social functioning and/or work capability or conduct.

3.0 Scope

- 3.1 This policy applies to all employees, permanent employees, relief employees, agency workers, volunteers and contractors.
- 3.2 The policy and procedure applies to alcohol and drug related problems.
- 3.3 This policy should be read in conjunction with the Capability Policy and Procedure and the Disciplinary Policy and Procedure. You may wish to refer to the Health and Safety Manual, Alcohol and Drugs (number 39).

4.0 Policy

- 4.1 Employees are not permitted to consume alcohol during working hours, or to attend work under the influence of drugs or alcohol. The term, working hours, for the purpose of this policy, includes the following:
- allocated shift times
 - rest breaks (e.g. lunch breaks)
 - on call
 - sleepovers
 - tenants'/service users' social outings
 - tenants'/service users' holidays
 - external functions during working hours
 - training
 - business travel
- 4.2 Employees should be aware of levels of alcohol consumption out with working hours, with regard to their shift patterns. Information on safe alcohol consumption can be found in information leaflets available within each location in the organisation. Consumption the evening before may still affect judgement and performance the next day. Employees attending for work suspected of being under the influence of alcohol, drugs or substances will be dealt with under the Disciplinary Procedure. Employees reporting sick due to

incapacity as a result of alcohol or drugs will be dealt with under the Disciplinary Procedure. Please refer to Section 5.6.

- 4.3 Employees taking prescribed medication are required to inform their line manager if the drugs may affect their behaviour, performance or safety at work. They should ensure that the medication is securely stored whilst at work, in a personal locker if available.
- 4.4 Possession, use, sale, distribution, manufacture, dispensing, supply or offering to supply or buy controlled/illegal drugs on Loretto premises is considered a breach of policy and a criminal offence and will be dealt with under the Disciplinary procedure. Loretto may have a duty to notify the Police.
- 4.5 Employee functions being held on Loretto premises out with working hours require the written authorisation of a member of the Coordinating Management Group. A mixture of alcoholic and non-alcoholic drinks should be available.
- 4.6 Employees attending Loretto staff functions, such as Christmas parties, will be aware of their own safety and those of their colleagues. The organisers of such events should give consideration to the venue and access to appropriate and safe arrangements for transport home.

5.0 Procedure

- 5.1 Loretto recognises that dependency on drugs, alcohol or other substances is an illness and will be treated as such. Employees will therefore be offered access to appropriate supports and services. A list of external organisations who can offer support and/or guidance is attached, Appendix 1.
- 5.2 The organisation recognises that managers are not necessarily qualified to identify alcohol and drug related problems, however they should monitor changes in behaviour. Employees who have a health problem with drug or alcohol may display any of the following, although managers should be aware that such behaviour changes can be caused by other factors:
 - sudden change in behaviour
 - tendency to become confused
 - irritability
 - abnormal fluctuations in mood or energy
 - impairment of job performance
 - poor time-keeping
 - increase in short term sickness absence
 - deterioration in relationships with colleagues
 - lack of concentration

Managers who suspect that an employee may have such a health problem should keep accurate and confidential records of poor performance, attendance, time-keeping. The manager should meet in private with the employee to discuss their concerns. The manager may discuss any work-related issues which could be causing the performance issues, such as heavy workload, and may ask if the employee has any health issues. The manager may wish to bring this policy to the attention of the employee and explain the

support which is available. Managers should be aware however that some of these symptoms can be attributed to other issues or health problems.

- 5.3 An employee who approaches their manager and admits a health problem relating to drugs or alcohol will receive full and confidential support. The manager should agree further action with the employee and arrange regular meetings. The employee may request a referral to access support from Employee Counselling Services. The manager may discuss a referral to Occupational Health Services. The employee should also be encouraged to access support from their own GP or another relevant agency. The manager will make appropriate referrals following discussion with the employee. Employees will receive paid sick leave to attend for any treatment, Occupational Health and employee counselling appointments within working time.
- 5.4 The aim of the organisation's Capability Policy is to assist and support an employee to improve their performance at work to an acceptable standard. If unacceptable or impaired performance is identified by the manager, then the Capability Policy should be followed accordingly. Please refer to the Capability Policy and Procedure contained in the Human Resource Policies which gives full details and the flowchart attached as Appendix 2.
- 5.5 The policy is supportive of employees with alcohol and drug problems as defined in Section 5.1. However, employees who attend for work under the influence of or suffering from the effects of alcohol or drugs on random occasions will be dealt with under the Disciplinary policy.
- 5.6 An employee whose conduct is subject to action under the Disciplinary Policy who then admits that they have a health problem relating to drugs and/or alcohol may have the disciplinary process suspended provided they follow an agreed course of action to receive treatment. A programme will be discussed and agreed between the line manager and the employee, in conjunction with relevant agencies. An employee who fails to complete the course of treatment satisfactorily or continuously fails to adhere to a programme will have the disciplinary process reinstated.

In some circumstances the Disciplinary Policy and Capability Policy may be used simultaneously. Please refer to Appendices 2 and 3 which explain the procedures followed by the organisation in a number of circumstances.

- 5.7 The organisation understands that following a course of treatment, an employee may have a relapse. In such a situation, support will be provided to the employee to follow further treatment as necessary. The organisation will normally provide continuing support, however in the interests of the service, service users, tenants and colleagues this will be reviewed on a case by case basis.
- 5.8 An employee who wishes to raise a complaint or concern about the implementation of this policy should refer to the organisation's grievance procedure.

6.0 Monitoring and Review

- 6.1 The implementation of this policy will be monitored in conjunction with monitoring of referrals to Employee Counselling and Occupational Health Services for drug and alcohol issues.
- 6.2 This policy is contained within the Human Resources Policy Review timetable. The review of this policy will be facilitated by Human Resources annually. Changes in legislation or internal priorities may warrant a review date being brought forward.
- 6.3 Amendments to this policy will follow appropriate consultation with employees and relevant representatives.
- 6.4 The organisation is aware that proper implementation of this policy is dependant on appropriate training for line managers. Training will therefore be included in the training and development plan for line managers on human resource issues.

APPENDIX 1

EXTERNAL SUPPORTS

ALCOHOL

Alcoholics Anonymous

Provides information, advice and support to help people recover from alcoholism

Local contact number: 0141 226 2214

National helpline: 0845 769 7555

Email: alcoholics-anonymous.org.uk

Website: www.alcoholics-anonymous.org.uk

Drink line Scotland

This organisation provides information and advice for people with alcohol problems and for anyone who has concerns about alcohol misuse. Provide advice on sensible drinking and information on services to help people cut down on their drinking. Leaflets and literature are available.

Helpline available 24 hours: 0800 7 314 314

Alcohol Focus Scotland

Provides information and advice on alcohol issues and contact details for local

Helpline (10am -10 pm): 0141 399 8884

Website: www.alcohol-focus-scotland.org.uk

Glasgow Council on Alcohol

This organisation aims to reduce problems in every community of Greater Glasgow by providing alcohol counselling, training, prevention and education, group work, support and advice and information.

Local contact number: 0141 353 1800

Email: email@thegca.org.uk

Website: www.thegca.org.uk

Down Your Drink

This site is designed to help you work out whether you're drinking too much, and if so, what you can do about it.

Website: www.downyourdrink.org.uk

DRUGS

Know the Score

Provides information and advice to people concerned about their own or someone else's drug use

Helpline: 0800 587 5879

Website: www.knowthescore.info

Scottish Drug Services Directory

Provides contact information and details for local agencies that can help with drug treatment and care.

Website: www.scottishdrugservices.com

SOLVENTS AND SUBSTANCES

RE-SOLV

This is the Society for the Prevention of Solvent and Volatile Substance Abuse

National information line: 01785 810 762

Email: information@re-solv.org

Website: www.re-solv.org

RE-SOLV Scotland

Tel: 07505 000 024

Email: scotland@re-solv.org

Website: www.re-sol.org/scotland.asp