



ALCOHOL AND SUBSTANCE MISUSE POLICY

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Appendix 1

Supporting Agencies

1. Introduction

This policy has been devised to assist the ng group in the management of alcohol and substance misuse problems affecting the working environment. ng group has a duty to provide high standards of customer care at all times and it is acknowledged that alcohol and substance misuse is likely to have an adverse effect on this.

This policy will set out ng groups' standards and expectations in relation to alcohol and substance misuse and the level of support that will be available / provided when problems arise.

2. Policy Aims:

This Policy aims to:

- Clarify ng groups' position on drinking and/or substance misuse at work
- Explain ng groups' position on illegal activity concerning drugs and/or alcohol misuse
- Provide guidance and boundaries on appropriate assistance and support to employees with issues relating to alcohol or substance misuse.
- Adhere to the legal obligations of ng homes as set out under Health and Safety legislation.
- Clarify the circumstances in which disciplinary procedures will be instigated.
- Provide guidance for managers to manage alcohol and substance misuse.
- Clarify the distinction between dependent and non-dependent misuse of alcohol and/or substances.

3. Definitions

For the purposes of this policy the following definitions apply:

- **Alcohol Misuse:** where a person drinks in a way that is harmful or they are dependent on alcohol. (www.nhs.co.uk)
- **Substance Misuse:** Intoxication by/or regular excessive consumption of and/or dependence on psychoactive substances, leading to social, psychological, physical or legal problems. It includes problematic use of both legal and illegal drugs (including alcohol when used in combination with other substances). (www.nice.org.uk)

4. Confidentiality

Employees with alcohol or substance misuse problems who are referred for treatment, whether voluntarily or mandatory will be dealt with in the strictest confidence.

5. Disciplinary Procedures

In circumstances where disciplinary procedures are instigated in relation to this policy, the outcome may include dismissal.

6. Legal Framework

- Health & Safety at Work Act 1974
- Misuse of Drugs Act 1971

7. Health and Safety

ng group recognises its duty under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practical the physical and psychological health and safety of all employees. If it is felt that an individual poses a risk to the health and safety of themselves or anyone else as a result of misuse of alcohol or substances, immediate action will be taken to remove the individual from the environment, most likely by sending the individual home. If it is not safe for the individual to make their own way home alternative travel arrangements must be made.

All employees have a responsibility to ensure the health and safety of others is not put at risk. If an employee has reason to believe that a colleague is misusing alcohol or substances they must inform their line manager immediately.

8. Illegal Activity

ng group respects an individual's right to a private life, however ng group works within the community with a purpose of improving the lives of those who live there. As a result, ng group will not tolerate any instances of illegal activity concerning drugs or other substances. The Police will be contacted where any employee is found to be involved or connected to illegal activity. Any such circumstances will be dealt with under the relevant disciplinary procedure which will likely result in dismissal.

9. Alcohol and the Workplace

The consumption of alcohol at work is not normally permitted. However, at special events, where the employee is not driving and only with the approval of the Governing Body, alcohol may be permitted.

10. Driving at Work

Drinking alcohol or taking substances can affect people in different ways. As a result, ng group takes the view that the only safe level of alcohol is no alcohol. Should an employee drink alcohol or take a substance (legal or illegal) which impairs their ability to drive and then undertake any occupational driving this will be deemed as breach of conduct and will be dealt with under our Disciplinary Policy. This will also be reported to the police.

Before any driving at work takes place a dynamic risk assessment should be conducted. This should be completed by the driver and should include any alcohol or substance consumption. This is particularly relevant 'the morning after the night before'. If an employee is in any doubt as to whether they are safe to drive they should not do so.

If an employee suspects another staff member has consumed alcohol or other substances or they have reason to believe the person may not be safe to drive the morning after, they have a responsibility to report this immediately to a manager. The manager will deal with the situation appropriately which may include informing the police. Should malicious allegations be made this will be treated very seriously and will be subject to formal disciplinary action.

Alternatively, a call can be made directly to the Police.

11. Managing Alcohol Misuse

ng group will manage alcohol misuse depending on its nature. Alcohol misuse will be dealt with under the following categories:

- 1) Alcohol overindulgence
- 2) Alcohol dependence

Where a concern arises regarding alcohol overindulgence that results in socially unacceptable or dangerous behaviour but which is not related to a physical or psychological dependence, this will be treated as a conduct issue and will be dealt with under the relevant disciplinary procedures.

Where a concern arises regarding alcohol dependency and interferes with an employee's ability to carry out their duties, this will initially be considered as an ill-health issue and managed in accordance with the appropriate procedures. However, where there is no improvement, support is not accepted, support programme not completed or no dependence is diagnosed ng homes will instigate the relevant disciplinary procedure.

12. Managing Substance Misuse

Legal Substances

Where a concern arises regarding over-indulgence in legally obtained substances which results in socially unacceptable or dangerous behaviour. This also relates to prescription medication whether required short or long term. Such situations will be treated as a conduct issue and will be dealt with under the organisation's disciplinary procedures.

Where an issue arises concerning legal substance dependency which has been obtained legally and interferes with an employee's work, this will initially be managed as an ill-health issue and managed in accordance with the appropriate procedures. However, where there is no improvement, support is not accepted, support programme not completed or no dependence is diagnosed ng group will instigate the relevant disciplinary procedure.

Illegal Substance Misuse

ng group will not tolerate the consumption or possession of illegal substances in any circumstances. This will always be considered to be gross misconduct.

Illegally Obtained Legal Substances

ng group will not tolerate illegal activity concerning legal substances. Any employee who is suspected of being involved in any such activity will be dealt with in accordance with the relevant disciplinary procedures and this will be considered to be gross misconduct.

13. General Illegal Activity

Any employee suspected to be involved in illegal activity concerning substances will also be reported the police.

14. Police Involvement

In circumstances where the police are involved in an investigation concerning an employee, ng group will continue with their own investigation and act on this accordingly regardless.

15. Managing Dependency Problems

In circumstances where an employee is suspected of having an alcohol or legal substance dependency ng group will provide reasonable support. In the first instance the line manager will have a meeting

with the employee and make a management referral to an appropriate professional, independent and confidential counselling service (or other appropriate employee support organisation). The manager will then have follow up meetings at appropriate and regular timescales to determine the progress the individual is making.

Where there are performance issues relating to the dependence, appropriate performance plans/informal action will be put in place in accordance with the relevant disciplinary procedures as. Where the improvement is not adequate or support via the agreed counselling service (or other employee support organisation) is not adhered to, normal disciplinary procedures will be instigated which may result in dismissal.

Where a meeting is arranged, the individual can be accompanied by a fellow employee or a trade union representative and may also have the meeting off-site if they so wish.

Voluntary referral

Where an employee voluntarily decides to seek help, he/she should contact their line Manager or a member of the HR team, who will see the employee as soon as possible and arrange an appointment with an appropriate counselling or support service.

Referral by Management

Where an employee has a capability problem the cause of which is known or suspected to be alcohol, drug or other substance related and disciplinary measures have been applied or are indicated, the appropriate line manager will interview the employee in the normal course of endeavouring to rectify work performance or difficulties.

If the line manager believes that the employee could benefit from a programme of treatment for alcohol or substance misuse they will offer the employee a referral to an assessment /counselling service as an alternative to taking the indicated disciplinary action. If the employee rejects the offer of referral, normal disciplinary measures will be applied.

Where the employee accepts referral, an interview will be arranged with an appropriate assessment/counselling service, which will report back indicating the outcome of the assessment interview(s) and, if relevant, what co-operation is required to facilitate recovery.

It is emphasised that disciplinary action is only suspended pending a satisfactory outcome of assessment and treatment. If, however the counselling service indicates that no alcohol, drug or other substance related problem exists, or should the employee cease to co-operate in any way with

the counselling service, the suspended disciplinary action will be enforced. Normal disciplinary or workplace requirements will apply to anyone attending counselling services.

If the course of agreed treatment is satisfactorily concluded, the suspended disciplinary action will be dropped.

It should be noted that being under the influence of drink and/or substances at work is dealt with as Gross Misconduct under the disciplinary procedure.

Awareness

Managers who implement and operate this policy will receive appropriate training. All staff will be made aware of the policy and of the negative effects of alcohol and substance misuse.

16. Other Related Policies

- Staff Code of Conduct
- Equality and Diversity
- Whistleblowing
- Attendance and Absence Management
- Disciplinary and Grievance Procedures
- Health & Safety Manual
- Stress and Mental Wellbeing at Work
- Dignity at Work
- Customer Care
- Learning, Development and Further Education
- Terms and Conditions of Employment

17. UK General Data Protection Regulation 2021

The ng group will treat your personal data in line with our obligations under the UK General Data Protection Regulation 2021 (UK GDPR) and our own Data Protection Policy. Information regarding how your data will be used and the basis for processing your data is provided in our Fair Processing Notices.

18. Policy Review

This Policy will be reviewed every three years or earlier in line with regulatory or legislative guidance/changes or good practice guidelines.

19. Equality Impact Assessment

This Policy is equally applicable to all and has no impact on protected characteristic groups.

Appendix 1

SUPPORTING AGENCIES

- **GCA (Glasgow Council on Alcohol)**

Tel: 0141 353 1800

www.glasgowcouncilonalcohol.org

2nd floor, 14 N Claremont Street, Glasgow G3 7LE

- **Drugs Supportline**

Tel: 0170 876 5200

www.supportline.org.uk

- **Independent Professional Employee Counselling Service**

Available for staff through the Company Health Plan provided by Simplyhealth

www.simplyhealth.com

- **Turning Point Scotland**

54 Govan Road

Glasgow

G51 1JL

Tel: 0141 427 8200

Tel: 0800 652 3757

www.turningpointscotland.com

- **Adfam**

Tel: 0800 008 6811

www.adfam.org.uk

- **Addiction Helpline**

Tel: 0203 553 0324

www.recovery.org.uk

- **Talk to Frank – Frank Drugs Helpline;**

Tel: 0300 123 6600

www.talktofrank.com

www.nhs.uk