

# Alcohol & Drugs Misuse Policy

Customer  
Focus

Respect

Communication

Integrity



[www.clochhousing.org.uk](http://www.clochhousing.org.uk)



## **INTRODUCTION**

This policy has been devised to assist Cloch Housing Association in the management of alcohol and substance misuse problems affecting the working environment. Cloch Housing Association 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 Cloch Housing Association's standards and expectations in relation to alcohol and substance abuse and the level of support that will be given when problems arise.

This policy applies to all staff (permanent and temporary or agency) and Board, as well as volunteers and contractors/consultants when they are working on behalf of Cloch.

### **POLICY AIMS:**

- Clarify Cloch Housing Association's position on drinking and/or substance abuse at work.
- Explain Cloch Housing Association's position on illegal activity concerning drugs and/or alcohol
- 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 Cloch Housing Association as set out under Health & Safety legislation.
- Clarify the circumstances in which disciplinary procedures will be instigated.
- Provide guidance for managers to manage alcohol and substance misuse issues.
- Clarify the distinction between dependent and non-dependent misuse of alcohol or substances.

### **DEFINITIONS**

For the purposes of this policy the following definitions apply:

**Alcohol Abuse:** where a person feels that they are unable to function without alcohol, and the consumption of alcohol becomes an important, or sometimes the most important, factor in their life.

**Substance Abuse:** 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](http://www.nice.org.uk)

### **CONFIDENTIALITY**

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

### **DISCIPLINARY PROCEDURES**

**In circumstances where Cloch Housing Association's disciplinary procedures are instigated in relation to this policy, the outcome may include dismissal.**

## **LEGAL FRAMEWORK**

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

## **HEALTH & SAFETY**

Cloch Housing Association 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 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 drugs they must inform their Line Manager, the Corporate Services Manager or Director immediately.

## **ILLEGAL ACTIVITY**

Cloch Housing Association respects an individual's right to a private life, however Cloch Housing Association works within the community with a purpose of improving the lives of those who live there. As a result Cloch Housing Association will not tolerate any instances of illegal activity concerning drugs or substances. Any employee found to be involved or connected to illegal activity will be managed under Cloch Housing Association's disciplinary procedure which will likely result in dismissal.

## ***DRINKING AT WORK***

The consumption of alcohol at work is not normally permitted. However, at special events and only with the approval of the Board, alcohol may be permitted. When alcohol is drunk at a corporate event whether in the office or externally, care should be taken to keep the drink level moderate to ensure no inappropriate behaviour and to ensure you do not breach the Codes of Conduct for staff and Board. When alcohol is served at in house functions, a non-alcoholic alternative will always be available. Alcohol should not be consumed at internal or external functions if returning to work.

## **Driving at Work**

Drinking alcohol can affect people in different ways. As a result, Cloch Housing Association takes the view that the only safe level of alcohol is no alcohol. Should an employee drink alcohol and then undertake any occupational driving this will be deemed as breach of conduct and will be dealt with under our Disciplinary Policy.

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 intake. 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 it.

If an employee suspects another staff member has consumed alcohol 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. 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.

## **MANAGING ALCOHOL MISUSE**

Cloch Housing Association 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 an issue arises concerning 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 Cloch Housing Association's disciplinary procedures.

Where an issue arises concerning alcohol dependency and interferes with an employee's work, 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, programme not completed or no dependence is diagnosed, Cloch Housing Association will instigate the disciplinary procedure.

## **MANAGING SUBSTANCE MISUSE**

### **Legal Substances**

Where an issue arises concerning the recreational use or over indulgence in legally obtained legal substances which results in socially unacceptable or dangerous behaviour. This will be treated as a conduct issue and will be dealt with under the organisations 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, programme completed or no dependence is diagnosed Cloch Housing Association will instigate the disciplinary procedure.

Employees should inform their manager of any drug they are taking or course of treatment they are following which may have an impact on their ability to perform their job properly. It is the employee's responsibility to be fully informed of the potential side effects of any drug or treatment they are taking and to ensure that their doctor is aware of the requirements of the job.

The confidentiality of this communication will be respected to the maximum extent possible and no record of this information will be made without the employee's consent.

- **Illegal Substance Misuse**

Cloch Housing Association will not tolerate the consumption or possession of illegal drugs in any circumstances. This will always be considered to represent gross misconduct.

- **Illegally Obtained Legal Substances**

Cloch Housing Association 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 Cloch Housing Association's disciplinary procedures as gross misconduct.

## **ABSENCE FOR TREATMENT OF ALCOHOL OR DRUG RELATED PROBLEMS**

If an employee requires intensive treatment at a rehabilitation clinic, any absence from work will be regarded as normal sickness, providing the appropriate medical certificate is produced.

## **GENERAL ILLEGAL ACTIVITY**

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

## **POLICE INVOLVMENT**

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

## **MANAGING DEPENDANCY PROBLEMS**

In circumstances where an employee is suspected of having an alcohol or legal substance dependency Cloch Housing Association will provide reasonable support. In the first instance the Line Manager and/or Director of Cloch Housing Association will have a meeting with the employee and make a management referral to the counselling service at Westfield Health. The Line Manager and/or Director will then have follow up meetings on an appropriate and regular timescale to determine the progress the individual is making.

## **CONTINUED EMPLOYMENT**

Every effort will be made to ensure that an employee who has sought help can continue or return to their employment with Cloch. However, continued abuse causing any deterioration in job performance including ability to work with colleagues or customers and/or portraying an unfavourable image of Cloch or failure to take appropriate corrective action may result in disciplinary action. Addiction to alcohol or drugs will not excuse behaviour which would otherwise be a disciplinary offence.

Participation in a rehabilitation programme will not prevent the Association from taking disciplinary action, nor will it relieve the employee of any responsibility to perform his or her job in a manner which is consistent with Cloch's expectations.

If recovery seems unlikely or where the employee suffers a relapse, a medical investigation may be necessary by a medical practitioner appointed by the Association at Cloch's expense.

***Where there are performance issues relating to the dependence, appropriate performance plans will be put in place in accordance with Cloch Housing Association's under performance procedures as detailed in the disciplinary procedures. Where the improvement is not adequate or support via the counselling service at Westfield is not adhered to, normal disciplinary procedures will be instigated which may result in dismissal.***

## **SUPPORTING AGENCIES for Alcohol & Drugs Misuse**

### **Supporting Agencies**

If you require immediate help on an alcohol related issue please contact:

#### **Inverclyde Integrated Drugs Services**

128 Cathcart Street  
Greenock  
Tel: 01475 499 000

#### **Inverclyde HSCP Alcohol Services**

**(also known as Inverclyde Integrated Alcohol Service)**

Tel: 01475 715353  
The Wellpark Centre, 30 Regent Street, Greenock, PA15 4PB  
Provides confidential help and advice on alcohol

#### **Alcoholics Anonymous**

0800 9177 650  
Various meetings/places through Inverclyde

#### **Greenock Recovery Alcohol Support Group (GRASP)**

[graspgroup@yahoo.com](mailto:graspgroup@yahoo.com)  
Tel: 07766 692 045

#### **Alcohol Concern**

[alcoholchange.org.uk/](http://alcoholchange.org.uk/)

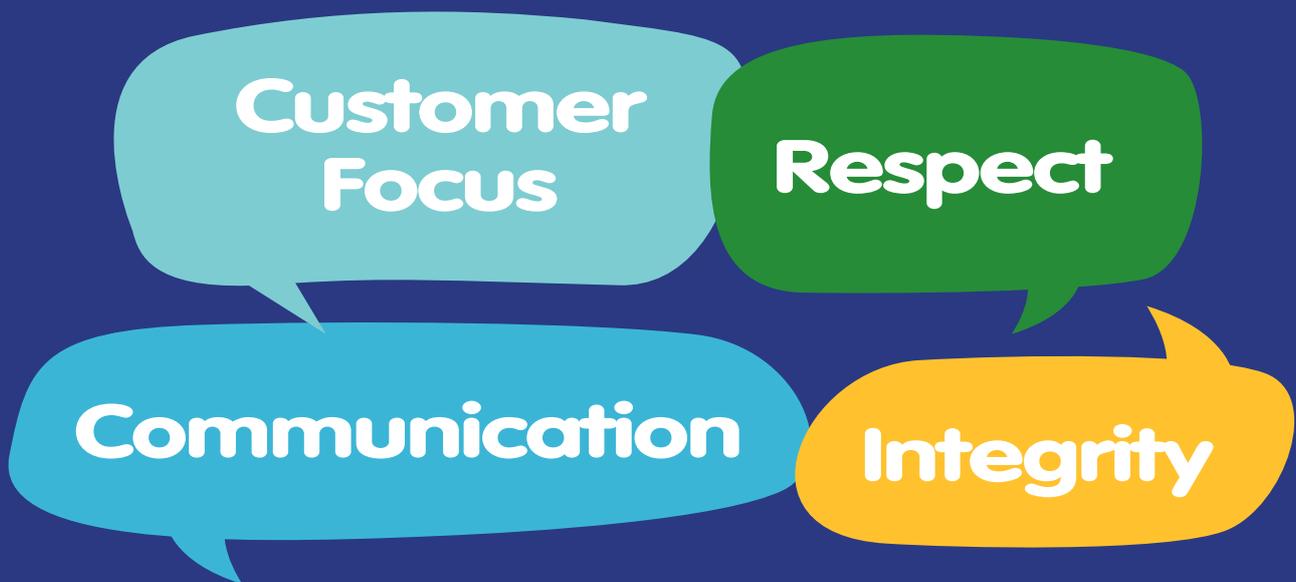
#### **Moving On Inverclyde (drug support)**

Kingston House  
3 Jamaica Street  
Greenock  
01475 735200  
[Contact@movingoninverclyde.co.uk](mailto:Contact@movingoninverclyde.co.uk)

#### **Glasgow Council on Alcohol – [www.thegca.org.uk](http://www.thegca.org.uk)**

Tel: 0141 353 1800  
7<sup>th</sup> Floor, Newton House, 457 Sauchiehall Street, Glasgow, G2 3LG  
Provides confidential help and advice on alcohol

National Drugs Helpline “Talk to Frank” [www.talktofrank.com](http://www.talktofrank.com) Tel: 0800 776 600



CLOCH HOUSING ASSOCIATION LTD	
<b>Policy Name</b>	Alcohol & Drug Misuse
<b>Policy Category</b>	HR
<b>Policy Number</b>	007
<b>Date Adopted</b>	01/08/2013
<b>This Review</b>	12/02/2019
<b>Next Review</b>	February 2022
<b>Equalities Impact Assessment Required</b>	No
<b>Link to other policies</b>	Conditions of Service, Code of Conduct
<b>Consultation</b>	No
<b>Need for Procedure</b>	No