

Lincolnshire YMCA Ltd

Policy Document

Alcohol, Drugs and Other Substances

Owned by:	Corporate Services Director
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1. Introduction

The Charity is committed to maintaining healthy, safe and productive working conditions for all its staff.

The Charity recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, the Charity aims to ensure a working environment free from the inappropriate use of substances and where its staff can carry out their duties in a safe and efficient manner.

This policy is designed to prevent and treat problems created in the workplace by alcohol consumption and drug usage.

2. Scope

The Charity is committed to the following key principles:

- To alert all employees to the risks associated with drinking alcohol and using non- medicinal drugs, or over use of prescribed medication.
- Promote good practice and a progressive change of behaviour and attitude concerning use.
- To encourage and assist employees who suspect or know that they have an alcohol or drug problem to seek help at an early stage.
- To offer an employee a referral to an appropriate agency or department for assessment and, if necessary, specialist help.
- To deal with instances where alcohol or drug abuse has affected work, decisively and in a firm but fair way.

3. Policy Application

This policy applies to all employees, volunteers and workers within the Charity.

For the purposes of this policy, the term 'drug' includes:

- Substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
- Prescribed and over-the-counter drugs;
- Solvents and any other substances.

4. Ordinary Standards of Behaviour

The Charity is entitled to expect the highest standards of behaviour and conduct from its staff. The following standards are particularly advocated:

The consumption of alcohol by employees is unacceptable at any time when working or before work, except at a work-related event at which alcohol is available in moderation.

The use of drugs by employees is unacceptable at any time when working or before work, except where it is for genuine medicinal use and prescribed by a doctor.

Employees who are prescribed drugs by their doctor that may affect their ability to work should immediately discuss the issue with their manager.

Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is strictly prohibited. Any such activity (including reasonable suspicion of it) on the Charity's premises will be reported immediately to the police. Following a police investigation YMCA Lincolnshire may choose to follow procedure in line with the Disciplinary and Appeals Policy.

Having a drug or alcohol problem is not in itself an offence under this policy provided that such problem does not affect the employee's work. However, it may be appropriate to use the Charity's disciplinary policy, pursuant to the principles of this policy, to deal with a drug or alcohol problem, even where there has been no evidence of that problem affecting the employee's work. This is especially relevant where the employee holds a specialist or senior position, or one which involves the use of machinery or equipment.

5. Actions

If the Charity suspects that there has been a breach of the above provisions, or an employee's work performance or conduct has been impaired through drug or alcohol abuse, the Charity will immediately investigate and may suspend an employee during that process on full pay. As part of such an investigation, the Charity may require the employee to meet with a medical professional to determine the cause of the problem.

Employees are not obliged to meet with a medical professional, however it is in all parties' interests, so we may better understand how to support employees.

If, having undergone an assessment it is confirmed that the employee has no underlying drug or alcohol problem, the Charity will continue to deal with the issue under its disciplinary procedure.

If, having undergone an assessment, it is confirmed that the employee has been positively tested for a controlled drug, or he admits to having a drug and/or alcohol problem, the Charity may continue with the disciplinary process or, alternatively, the employee may be required to undergo treatment and rehabilitation under paragraph 7 below.

6. Referral Procedures

Identification by the employee

An individual may choose to seek help on a completely voluntary basis. Employees who believe that they have an alcohol and/or drug problem should seek specialist help as soon as possible.

Where an employee requests assistance voluntarily from the Charity before their line manager is aware of poor work performance, the matter is confidential. However, if time off work is needed for a recovery programme, or there is a requirement to change an employee's duties or working environment, the line

manager may need to be informed.

Identification by a manager

An individual's manager or supervisor may identify an employee as having poor health, attendance and work performance, which may be due to a drug- or alcohol-related problem. Signs of drug and/or alcohol dependency are outlined in the Appendix. Senior Managers are required to be familiar with these indicators.

A colleague or supervisor who identifies a possible drug- or alcohol-related problem should draw this to the attention of the employee's relevant manager, who will then arrange to meet and support the employee.

Next Steps

A meeting will be arranged following the possible identification of a drug or alcohol problem. This is to:

Discuss with the employee the impact on work and/or behaviour they have been experiencing

Inform the employee of the possible consequences in continuing with the present pattern of behaviours

Offer the employee a referral for medical advice. Determine whether further action is necessary

If the employee rejects an offer for referral for medical advice, the manager should make a full assessment of the situation and decide whether it is appropriate to take further action (which may include disciplinary processes) at that stage.

Treatment and rehabilitation

If following either a self-referral, a referral from a manager or a disciplinary process it becomes clear that the employee has an alcohol or drug problem, the Charity may stipulate that the employee undergoes a course of treatment and rehabilitation through a specialist agency.

If the employee refuses to undergo such a course of treatment or rehabilitation, the Charity may initiate or continue with disciplinary action.

If the employee accepts the treatment programme offered by the specialist agency, then during the course of the treatment programme the Charity may:

Suspend the employee on full pay if the referral to the specialist agency arises from a self-referral or referral from a manager; or

Permit the employee to continue with their work in accordance with their contract or on varied hours or duties

Any referral to a course of treatment or rehabilitation under this policy is without prejudice to the Charity's right to take whatever action it deems appropriate,

including dismissal, to tackle performance related issues arising out of the misuse of drugs or alcohol.

The employee should keep the Charity updated of their progress during any course of treatment or rehabilitation and must promptly supply to the Charity any information or documents associated therewith that is reasonably requested.

If the treatment programme is discontinued:

- (a) by the employee; or
- (b) by the treatment agency because of lack of progress

The employee must immediately notify the Charity, whereupon the Charity shall interview the employee and determine whether further action should be taken.

If the treatment programme is completed successfully, the Charity may decide to put conditions on the employee's return to work, such as amending duties as appropriate.

7. Organisational Responsibility

YMCA Lincolnshire will:

- Promote the policy and ensure its effective implementation;
- Ensure that managers understand their responsibilities for action and confidentiality to create consistency of approach;
- Be alert to the signs of misuse of alcohol and drugs and deal with individual cases in accordance with this policy.

All employees are expected to:

- Take personal responsibility for their own alcohol consumption and/or drug use;
- Co-operate with management in assisting colleagues who have an alcohol or drug use problem.

Appendix: common signs of drug and or alcohol dependence

Reduced work performance	
Difficulty in concentrating	Higher accident levels
Impaired memory	Lowered quality/quantity
Confusion	Missed deadlines and appointments
Periods of high and low productivity	Increased mistakes
Absenteeism and timekeeping	
Poor timekeeping	Increased Friday/Monday absence
Arriving late/leaving early	Excessive levels of sickness absence
Unexplained disappearances	Unprovable excuses for absence
Long coffee/lunch breaks	Imprecise medical certificates
Personality changes	
Mood changes	Depression
Irritability	Paranoia
Friction with colleagues	Confusion
Overreaction to criticism	Unreasonable resentments
Physical signs	
Smelling of alcohol	Tremors, sweats, dilated/constricted pupils, marked skin etc.
Lack of hygiene	
Unkempt appearance	
General signs	
Falling asleep	Petty theft
Use of breath purifiers	Court appearances
Attempts to borrow money	Deterioration of relationships with friends/family

Helplines:

- 24 hour Employee Assistance Programme (Health Assured) – 0800 0327098

NATIONAL

- Alcoholics Anonymous – 0800 9177 650 – AA supports recovery and continued sobriety of individuals
- FRANK – 0300 123 6600 – Confidential information and advice for anyone concerned about alcohol or illegal drugs
- Drinkline – 03000 123 1110 – Free confidential helpline for anyone concerned about their drinking or someone else's
- Alcohol Change UK – www.alcoholchange.org.uk – online support and tools for anyone concerned about alcohol abuse
- Al-Anon – 0800 0086 811 / helpline@al-anonuk.org.uk – support for those affected by someone's drinking

LOCAL

- Lincolnshire Recovery Partnership – 0800 304 7021 – Free and confidential service for people in Lincolnshire to support with their drug and alcohol abuse
- We Are With You – 01724 857633 – Advice and treatment for those concerned about drugs and alcohol