

Alcohol and Substance Misuse Policy

(Replacing Policy number TP/WF/202 V.2)

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POLICY SPONSOR	Director of Workforce and Organisational Development
POLICY AUTHOR	Head of Employee Relations & Business Partnering

EXECUTIVE SUMMARY

The Trust recognises that addiction to an intoxicating substance should be dealt with in the same way as other causes of ill health where employees can demonstrate that they are complying with a programme of treatment. This policy and procedure details the rules and procedures that will be applied in relation to the use and misuse of alcohol and other intoxicating substances.

If you require this document in another format such as large print, audio or other community language please contact the Corporate Governance Office on 01903 843041 or email:
policies@sussexpartnership.nhs.uk

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Guiding principles of our workforce policies

We are committed to improving staff experience and wellbeing, making sure our staff feel valued, supported and cared for. As part of this we want to do everything possible to ensure our policies are progressive, easy to understand and are used and applied in a fair and meaningful way. We also want to ensure our policies support staff even in difficult or challenging circumstances, facilitating decisions being made with transparency and impartiality.

1.0 Introduction

1.1 Purpose of Policy

The aim of the policy is to ensure that both the rules on the consumption of intoxicating substances and the procedures for dealing with breaches of the rules are clear, and to encourage those with an addiction to an intoxicating substance to seek help.

The use and misuse of intoxicating substances can have the following adverse effects:

On the organisation:

- lost working time;
- increased accidents/mistakes;
- impaired work performance; and
- risk of litigation.

On the individual:

- long and short term health risks;
- impaired performance, even from small quantities;
- intoxicating substances take time to be eliminated from the system and may be present in the system the following day;
- risks of dependency;
- disruption to family and personal relationships.
- lost working time; and
- increased accidents/mistakes;

This policy aims to:

- provide an understanding of the effects of the misuse of intoxicating substances in the workplace;
- provide clear guidance on expectations regarding consumption of intoxicating substances by employees;
- provide clear guidelines for managers and staff about the approach that will be taken when problems arise;
- achieve a balance between support of staff experiencing a crisis and ensuring overriding responsibility for the safety of staff, patients, members of public and the reputation of the service;
- provide a means for intervention at an early stage and to encourage staff who are misusing intoxicating substances to seek help; and
- clarify the responsibilities of all parties.

1.2 Definitions

1.2.1 Addiction

The continued use of a substance or behaviour despite adverse dependency consequences, or a neurological impairment leading to such behaviours. Some authorities now prefer to use the term substance dependence to cover addiction to a substance as opposed to a behaviour (e.g. gambling).

1.2.2 Substance Abuse

In this policy the term "substance abuse" includes misuse of controlled and prescription drugs, and use of illegal and designer drugs and other psychoactive substances. Drugs are defined as any substance that affects the way the body functions physically, emotionally or mentally. Misuse is defined as any use that harms social, mental or physical functioning.

1.2.3 Substance Dependence

Substance dependence, commonly called addiction, is a user's compulsive need to use substances (often controlled or illegal substances) in order to function normally. When such substances are unobtainable, the user suffers withdrawal symptoms which result in a reduced capacity, or inability, to function normally.

1.2.4 Harmful or Problematic Use

The use of a substance or substances usually, but not exclusively, intoxicating, which harm health or physical, psychological, social or work performance but without dependency necessarily being present.

1.2.5 Intoxicating Substances

Intoxicating substances change the way the user feels mentally or physically. They include alcohol, illegal drugs, legal drugs and solvents. Substance intoxication is a state in which a person's normal capacity to act or reason is inhibited by such a substance.

1.2.6 Psychoactive Substances (not exempted by the Psychoactive Substances Act 2016)

Illegal psychoactive substances are those for which there are criminal sanctions for possession because the substance may not lawfully be possessed without a valid prescription. Tobacco and alcohol are not illegal substances.

1.3 Scope of Policy

This policy applies in its entirety to all employees, apprentices, bank workers, volunteers and secondees into the Trust, at all grades within the organisation. However, for those not directly employed by the Trust but carrying out work on Trust premises, such as honorary staff, agency workers, those on work placements, and contractors, only the rules regarding the consumption of intoxicating substances apply. Where concerns about performance and health issues linked to this policy arise for agency staff, and contractors, their employing organisation should be contacted.

In the case of secondees, the matter managed in accordance with the 'Secondment & Temporary Promotion Policy & Procedure' which can be found here:

<https://policies.sussexpartnership.nhs.uk/workforce/447-secondment-temporary-promotion-policy-procedure>

The policy covers the use and abuse of alcohol, legal and illegal drugs and substances, and abuse of prescription medicines and over the counter medicines.

1.4 Principles

All staff are responsible for arriving for work in a fit state to provide a completely safe and fully competent service. The Trust is responsible for ensuring the safety of patients, workers and members of the public. Therefore, staff must not report for work under the influence of alcohol or drugs and must not consume alcohol during their working hours.

Staff must not trade in, consume, or have in their possession any illegal drugs whilst on Trust premises. Any activity or behaviour over which there are concerns as to its legality will lead to disciplinary action and the involvement of the police.

Dependency problems identified through routes such as supervision, a return to work interview or self-disclosure will be treated as a health problem. Advice and support may be obtained from Occupational Health and/or a referral may be made to an appropriate Substance Misuse Service. The sick leave provisions of employees' contracts of employment will be available, if needed, to staff who are following a course of treatment.

Confidentiality will be respected unless there is an overriding concern regarding safety. Where support is offered, an agreement will normally be reached with the member of staff regarding who should be party to information about their situation. For support to be effective it will be necessary to share certain information, for example Occupational Health will share information about compliance with agreed treatment programmes with the manager. Only information that is necessary will be shared.

In cases where an individual refuses to acknowledge that a problem exists and/or is unwilling to seek help, performance, attendance and conduct issues that relate to the use of intoxicating substances will be dealt with through the normal disciplinary, capability and attendance management procedures.

2.0 Policy Statement

This policy details the rules and procedures that will be applied in relation to the use and misuse of alcohol and other intoxicating substances. The Trust recognises that addiction to an intoxicating substance should be dealt with in the same way as other causes of ill health where employees can demonstrate that they are complying with a programme of treatment.

3.0 Duties

3.1 Director of Workforce & Organisational Development

The Director of Workforce & OD is the sponsor of this policy and is responsible for its overall implementation.

3.2. Head of ER and Business Partnering

The Head of ER and Business Partnering is responsible for regularly reviewing the effectiveness of the policy and for drafting any amendments that may be required.

3.3 Other Directors, Senior Managers and Heads of Department

Other Directors, Senior Managers and Heads of Department are responsible for:

- the effective implementation of this policy within their Care Delivery Service (CDS);
- providing resources for putting this policy into practice within their CDS; and
- ensuring that this policy is followed within their CDS.

3.4 All Managers

Managers are responsible for:

- ensuring the safety of staff, patients and members of the public;
- ensuring staff are aware of this policy and the support available;
- monitoring performance and behaviour which may indicate misuse of substances;
- intervening at the earliest sign of a problem; and
- supporting substance dependent staff while they seek help.

3.5 Human Resources

The Human Resources Department is responsible for:

- providing advice on the implementation of the policy;
- assisting in training initiatives and promotion of the policy; and
- advising on the use of the Disciplinary Policy and Procedure and the Managing Performance and Capability Policy in relation to disciplinary and capability issues.

3.6 Occupational Health

Occupational Health is responsible for:

- responding to referrals from staff and managers;
- providing a confidential service to staff; and
- referring staff to appropriate agencies for specialist help.

3.7 Employees

Staff are responsible for:

- complying with this policy and ensuring the health and safety of themselves, patients, colleagues and members of the public;
- being aware of the safe/sensible use of alcohol;
- where appropriate, assisting colleagues/managers with a possible dependency problem by urging them to seek help
- notify the relevant manager as appropriate (under the Raising Concerns Policy <https://policies.sussexpartnership.nhs.uk/workforce/486-freedom-to-speak-up-whistleblowing-policy> if necessary); and
- seeking help as identified in this policy if they have concerns about their own consumption of alcohol or other dependency problem.

3.8 Trade Union Representatives

Trade Union Representatives are responsible for:

- helping to inform the workforce about this policy;
- encouraging affected employees to seek help;
- providing support to staff

Trade union workplace representatives, otherwise known as stewards, are elected representatives whose role includes representing members both individually and collectively. All stewards have basic training in representation and access to regular training courses. They can gain support, advice and information from their branch, paid union officials via their regional offices and their union's online resources. Stewards are bound by the rules and governance structures of their union and are expected to keep up to date with relevant training.

4.0 Alcohol and Substance Misuse

Managers need to be alert to the possibility of their staff misusing alcohol or drugs, both for the protection of the Trust and its patients/service users, and for the benefit of employees themselves. The information set out in Section 4.1 below may be of assistance in detecting a potential problem. Further guidance on how managers should deal with such problems, or a breach of the rules set out in this part of the Policy, is given in Appendix 2.

The need to implement this policy may also arise as a result of an investigation into an incident or alleged misconduct under the Investigation Policy and Procedure or as a result of following the Sickness Absence Management Policy. Action under the Sickness Absence, Capability or Disciplinary Policy may need to be paused pending the results of actions taken under this policy but should eventually be brought to a conclusion.

In serious cases, consideration may need to be given to the possibility of suspension under the Suspension Policy and Procedure, to ensure the safety of the Trust's other employees and/or its service users.

4.1 Signs of Abuse of Intoxicating Substances

One, or a combination, of the following factors may indicate that an individual is misusing intoxicating substances. Sudden changes or deterioration should be particularly noted.

Absence and patterns of absence

- Frequent leave requests at short notice
- Frequent unexplained short absences from the work area
- High absence level or patterns at beginning/end of the working week
- Poor punctuality

Work Performance

- Difficulty in concentrating
- High level of errors
- Increased time to complete tasks
- Poor memory

Relationship difficulties|Increased accidents

- At home
- At work
- While driving

Mood

- Aggressive or inappropriate behaviour
- Confusion
- Depression
- Euphoria
- Irritability
- Mood swings
- Unusual and/or unpredictable behaviour

Physical

- Abnormally dilated or constricted pupils or glazed stare
- Evidence of injuries
- Needle marks
- Poor physical appearance
- Slowed reaction rate
- Slurred speech
- Tiredness/fluctuations in energy levels
- Weight loss

Evidence of consumption on premises

- Cans/bottles of alcohol/solvents
- Scorched spoons, tinfoil
- Smell of alcohol from the worker or in a room
- Syringes etc.
- Twists of papers

Other

- Borrowing money from colleagues
- Fraudulent expenses claims
- Increased incidence of petty theft

These factors may indicate a variety of problems other than abuse of an intoxicating substance, e.g. stress, depression or other mental or physical health problems. It is

essential that any general concerns and/or the reasons for any problems with work are investigated and discussed with the employee and appropriate support offered. The misuse of intoxicating substances may itself be a symptom of other conditions such as depression or anxiety.

It is recognised that it can be very difficult to clearly identify the misuse of intoxicating substances from such evidence. Concerns that such a problem may exist should be sufficient to address the issues with an individual in the first instance. This may mean approaching an individual who may not have displayed direct signs of intoxication.

Further guidance is contained in Appendix 2. Support and advice is also available to managers and staff from the Occupational Health Service and from Human Resources.

4.2 Rules Regarding the Consumption of Intoxicating Substances

All staff are responsible for arriving for work in a fit state to provide a completely safe and fully competent service. The Trust is responsible for ensuring the safety of patients, workers and members of the public.

4.2.1 At Work

Intoxicating substances may not be consumed at all during working hours, on or off Trust premises, nor on Trust premises outside working hours. This includes any premises accessed by reason of employment on Trust business e.g. patients' homes and buildings owned by other agencies in which Trust services are based. It also includes when staff are present at training and development events. A failure to comply will lead to disciplinary action under the Disciplinary Policy and Procedure with sanctions up to, and including, dismissal. Exceptions apply to drugs prescribed for the individual or over-the-counter medications, used for their intended purpose as advised by the prescriber, pharmacist or instructions, where safety is not compromised. Exceptions where alcohol may be consumed are covered in Section 4.3.

Intoxicating substances required for non-work purposes may not be stored, sold or otherwise traded on Trust premises. Intoxicating substances must not be consumed by staff when accompanying clients and patients in social settings.

4.2.2 Outside Working Hours

It is noted that the smell of alcohol, even where there is no evidence of intoxication, may be worrying to patients, visitors and colleagues and presents an unprofessional image. Workers should not consume intoxicating substances (including both intoxicating drugs and alcohol) prior to work or during breaks from work. Intoxicating substances may remain in the system for some time and even a small amount may impair performance. Workers are responsible for allowing sufficient time for the substance to leave their system before they are due to report for work. Any evidence of alcohol or intoxicating drugs consumption, including smell, which may impact on the work environment, may lead to disciplinary action under the Disciplinary Policy and Procedure. Managers will carry out an investigation in such cases and will make a reasonable judgement regarding the correct course of action depending on all the facts of the case. Managers should contact Human Resources immediately for further advice.

Intoxicating substances should not be consumed when a member of staff is off duty but knows that they may be required to report for work at short notice e.g. working on-call.

If staff or bank workers are requested to report for work unexpectedly they should discuss with their manager any concerns they may have about fitness to work prior to accepting the shift.

4.3 Exceptions

The Trust prohibits the drinking of alcohol at all grades within the organisation and to all those who are in the workplace or on company business. On very rare occasions exceptions may be made on reasonable drinking of alcohol in connection with approved social functions held on Trust premises but outside of working hours. Permission to serve alcohol may only be granted by the appropriate director or a nominated deputy. Only those who have finished work for the day may consume alcohol at such functions.

The trust regards drinking to an "unreasonable level" as any of the following situations:

- The individual is over the legal limit stipulated for driving (ie 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

4.4 Prescription Medicines

Prescription medicines and over-the-counter drugs may also be abused and lead to dependency. The abuse of such drugs should be dealt with in the same way as the abuse of any intoxicating substance.

Some medicines may be used for the purposes they are prescribed but may have effects and side effects which have an impact on work performance. Where this is the case the member of staff is responsible for informing their manager of the possible impact. Advice from Occupational Health will be sought if the impact on work or health is likely to be severe or have health and safety implications. In such cases the employee will be supported in accordance with the Trust Sickness Absence Management Policy.

4.5 Support

It is essential to balance the need for supporting the individual with the needs of the service.

Guidance on alcohol or substance misuse health issues can be obtained from Occupational Health and voluntary organisations. Staff can self-refer, or be referred, to their local substance misuse service. Help may also be provided by the Employee

Assistance Programme. For details of benefits provided to staff by the Trust, the Trust intranet, SUSI, contains several pages of information on [health and well-being](#).

Dependency problems identified through routes such as supervision, a return to work interview or self-disclosure will be treated as a health problem. Advice and support from Occupational Health will be sought. Referrals to appropriate substance misuse services will also be considered.

4.6 Breach of the Rules Linked to an Alcohol or Substance Misuse Problem

Where a dependency problem is identified through a disciplinary incident, consideration will be given to pausing the disciplinary process while help is sought. The decision will depend on many factors, particularly the attitude of the member of staff and their commitment to seeking help. However, the investigation should be completed and the disciplinary process may be recommenced if the member of staff does not follow the supportive process.

4.7 Staff and Trust Responsibilities when an Alcohol or Substance Misuse Problem Is Identified

For support to continue it is essential that the member of staff shares plans for their treatment with their manager and Occupational Health and Occupational Health receive feedback as to progress made and co-operation with the programme.

A supportive environment will be maintained where possible, where it is necessary for the member of staff to follow a suitable treatment or support programme. In severe cases, e.g. where detoxification treatment is required, sick leave will be granted. Sick leave may also be granted to attend other programmes or treatment.

In all cases a manager will be identified to meet regularly with the member of staff to offer support, ensure progress and identify work-related problems. In addition to the supportive role, the aim is to ensure that a manager close at hand to the worker is aware of the issues. It is also intended that this approach will maintain confidentiality by limiting the number of people who are aware of the situation.

During a period of treatment, duties and responsibilities may need to be reviewed to ensure safety and reduce excess stress. Where this is not possible a period of sick leave may be agreed in accordance with the Sickness Absence Management Policy.

4.8 Following a Period of Sick Leave

Following a period of absence for treatment, the usual Trust phased return to work programme will be applied as necessary in accordance with the Sickness Absence Management Policy.

Following a period of treatment for dependency on an intoxicating substance, it may not be desirable for the employee to return to their usual work place. For example, recovery may not be helped by work related factors, there may be anxiety on the part of the member of staff in returning to the original environment, relationships with colleagues and/or patients may have been irreparably damaged. While every effort will be made to reach agreement with the member of staff about the best place for them to return the Trust must reserve the right to make the final decision where risk issues have been identified. In most cases, a rehabilitation programme, as per the Sickness Absence Management Policy, will be followed.

Evidence that a member of staff is attending appointments and fully complying with treatment will be required to ensure continued support from management. Such information will be obtained from Occupational Health.

Whilst the emphasis will be on helping employees to maintain good health and satisfactory levels of attendance, occasions may arise when it is reasonable to review the attendance record of an employee. In cases where an individual despite all reasonable efforts to try and support their attendance remains a concern, then the manager may refer to the Sickness Absence Management Policy to address long term sickness absence or the Capability Policy.

4.9 Relapse

Relapse is often a feature of dependency problems. Ongoing support should pick this up quickly. Support will normally be given as set out above, however consideration should also be given to dealing with this as a capability issue, particularly where relapse is frequent, or recovery periods are short.

Continued support will be a more likely outcome where staff are open and honest with their manager should they relapse.

4.10 Use of Disciplinary Measures under the Disciplinary Policy and Procedure

For an individual to overcome a problem they need to acknowledge a problem exists and be willing to seek help. If this is not the case performance, attendance and conduct issues that relate to the use of intoxicating substances will be dealt with through the appropriate normal procedures.

Set out below are examples of occasions where disciplinary action will normally be taken. They will generally be considered to be incidents of gross misconduct where the employee or others have or may have been placed at risk.

- Incidents relating to the consumption of intoxicating substances in prohibited circumstances as outlined in section 4.2 of this document.
- Incidents of misconduct while under the influence of intoxicating substances.
- Signs of reporting to work under the influence of intoxicating substances or appearing to be under the influence of intoxicating substances at any time during working hours e.g. smelling of alcohol or appearing to be unfit for duty.
- Other breaches of the rules relating to the consumption of intoxicating substances.

The above list is not exhaustive.

Individual factors such as seeking help with a dependency problem, open acknowledgement and co-operation with the disciplinary process, personal circumstances etc. will, as in any disciplinary case, be considered as potential mitigation. Similarly, where staff refuse treatment, consistently deny the existence of a problem or after a period of compliance revert to former patterns of behaviour, the disciplinary process will be invoked.

4.11 Legal Issues

The possession, consumption and trade of illegal drugs and substances are criminal offences. It is also illegal to permit the consumption of certain drugs on our premises.

Possession, consumption or trade of illegal drugs on Trust premises, or any activity or behaviour over which there are concerns as to legality, will lead to disciplinary action and the involvement of the police.

It is illegal to drive while under the influence of intoxicating substances. Concerned employees are advised to notify the police and their manager if they suspect a member of staff to be driving under the influence.

4.12 The Management of Health and Safety at Work Regulations 1999

The Management of Health and Safety at Work Regulations 1999 require a suitable and sufficient assessment of risks arising from workplace activities to be undertaken, and this includes risks arising from potential drug and alcohol use.

5.0 Development, Consultation and Ratification

This policy has been updated from the 2013 policy by being reformatted to comply with current standards. Wording and references have also been updated as appropriate but there has been no change to the basic policy. Consultation on the updated policy took place with relevant departments within the Trust, staff side and management colleagues prior to ratification by the HR Executive Group.

6.0 Equality and Human Rights Impact Analysis

An Equality and Human Rights Impact Analysis was completed and the recommended changes were integrated within the policy.

7.0 Monitoring Compliance

Sickness absence resulting from substance abuse is monitored as part of normal sickness absence monitoring procedures. This includes monitoring sickness levels across the protected characteristics to ensure no equality group is being disproportionately affected.

Similarly, Human Resources maintains statistics of all disciplinary hearings and appeals and monitors trends to ensure they reflect the diversity of the workforce. This will be reported regularly to the Trust Board.

8.0 Dissemination and Implementation of Policy

This policy will be circulated to all staff by means of communication tools available to the Trust publicised at launch at the leadership briefing and circulated at team meetings. It will be placed on the Trust's website. New staff will be made aware of the policy at their Trust induction. Paper copies will be made available to managers with staff who do not have access to computers. Staff networks will be asked to discuss and publicise the policy at their meetings. Training for all staff will be provided to ensure that messages are reinforced.

9.0 Document Control including Archive Arrangements

It will be the responsibility of the sponsor and author of this policy document to ensure that it is kept up to date with any local, national policy or legislation. The policy will be managed in accordance with the Policy for Procedural Documents.

10.0 Reference Documents

For further information and cross reference to other related policies, please refer to:

- Managing Performance and Capability Policy
- Disciplinary Policy and Procedure
- Health and Safety Policy
- Investigation Policy and Procedure
- Sickness Absence Management Policy
- Suspension Policy and Procedure
- Secondment & Temporary Promotion Policy & Procedure

11.0 Bibliography

- Guide: [Managing drug and alcohol misuse at work](#) – Chartered Institute of Personnel and Development
- Best Practice: [Drugs and Alcohol in the Workplace - Guidance for Managers](#) – Chartered Management Institute

12.0 Appendices

- 1 Sources of Assistance with Substance Misuse Problems Available to Trust Staff
- 2 Guidance for Managers
- 3 Incident form
- 4 Risk Assessment

Appendix 1

Sources of Assistance with Substance Misuse Problems Available to Trust Staff

Trust Employee Benefits

Occupational Health

The Trust's Occupational Health Service, operated by Sussex Community Trust, is available to all Trust staff wherever they are employed. Occupational Health is based at: Occupational Health Department, J2, Brighton General Hospital, Elm Grove, Brighton BN2 3EW; telephone number 01273 242282, fax number 01273 242167. They can also be contacted by [email](#).

You do not need to be off sick to self-refer or to be referred to Occupational Health.

Employee Assistance Programme/Counselling

The Employee Assistance Programme is a free, 24 hour confidential and impartial telephone counselling service that is available to all employees. It is run by an external provider, CiC (Counselling in Companies), and is therefore completely separate from the Trust. All telephone conversations and counselling sessions are strictly confidential between CiC and the member of staff.

CiC can be contacted on 0800 587 7396 (minicom 0800 781 7935, typetalk 18001 0800 587 7396). CiC also operate a website, [Well Online](#), an online source of self help and wellbeing information. To access the site, visit the [Employee Assistance Programme](#) page on the Trust intranet or contact Human Resources.

Other Useful Sources of Information

Department of Health

[Drugs and alcohol](#)

Down Your Drink

A website designed to help people work out whether they're drinking too much, and if so, what they can do about it. Down Your Drink is endorsed by Alcohol Concern. [Down Your Drink – Are you drinking too much?](#)

Drink Aware

All kinds of useful information about alcohol and drinking, from fascinating facts to practical tips, to suit all kinds of people and occasions. <http://www.drinkaware.co.uk>

MIND

<http://www.mind.org.uk>

NHS Choices

[Alcohol Misuse](#)

[Drinking and Alcohol](#)

[Drugs](#)

National Institute for Health and Clinical Excellence (NICE)

[Guidelines](#)

Royal College of Psychiatrists

[Alcohol and Drugs](#)

Guidance for Managers

The Alcohol and Substance Misuse Policy sets out the commitment of the Trust to support and help employees who may be suffering from an alcohol, substance or drug dependency. Managers should adopt a constructive and sensitive approach to identification of the issue and offer help in a supportive and confidential environment. Managers need to be aware that there may be a range of contributing factors to alcohol and drug misuse, including stress, mental health problems and disability.

It may be helpful to consider the following in preparing for meetings with employees with suspected alcohol or drug related problems. The flowchart may be of assistance in determining the sequence of events and the relationship with other personnel procedures. Further advice may be sought from Human Resources.

- Concentrate on the instances of poor performance and/or conduct that have been identified, and give the employee the opportunity to explain their behaviour.
- If appropriate, inform the employee of the seriousness of the misconduct/poor performance. It is important that employees are made aware that in cases of misconduct or continued poor performance it may be necessary to instigate the Disciplinary or Performance Management Procedure.
- Otherwise, make the employee aware of the Trust's concern over their behaviour and the need to explore the reasons behind it.
- Confirm to the employee that an acknowledged alcohol or drug dependency problem will be treated by the Trust as a health issue with the support that this entails, including, where appropriate, sick leave in accordance with their terms and conditions of employment.
- Advise the employee of the range of health and wellbeing services provided by the Trust, including the Employee Assistance Programme
- Where appropriate, discuss a referral to Occupational Health. The leaflet outlining the role of Occupational Health may be given to the employee. Referral to Occupational Health is to provide professional support and advice to managers. At the same time Occupational Health may advise employees with regard to their health and encourage them to access support through their GP.
- Agree future action and specify a timescale for review.
- Arrange regular meetings to monitor progress and discuss any further problems if they arise.
- Take notes during the meeting and confirm the outcome of the meeting in writing to the employee.

Provision of Support and Use of Other Policies

