



Business Services  
Organisation

**INVESTORS IN PEOPLE®**

We invest in people Silver

# Drugs, Alcohol and Substance Abuse Policy

December 2015



## Contents

1.0	Introduction.....	3
2.0	Purpose of Policy .....	3
3.0	Aims.....	4
4.0	Responsibility .....	4
5.0	What is Alcohol or Substance Abuse?.....	5
6.0	The Policy.....	5
7.0	Alcohol, Drug or Substance Abuse – what are the signs?.....	5
8.0	Guidance on Dealing with an Alcohol, Drug or Substance Abuse Problem.....	6
9.0	Review .....	7
10.0	Appendix.....	8
10.1	Appendix 1: Possible Indicators of an Alcohol/drug related problem.....	8

## 1.0 Introduction

The BSO has a general duty under Health and Safety at Work Legislation to ensure, as far as is reasonably practicable, the health, safety, and welfare of all its employees. A further duty is placed upon the BSO under the Management of Health and Safety at Work Regulations 1992, to assess the risks to the health and safety of employees. Therefore, if an employer knowingly allows an employee under the influence of alcohol, drugs or other substances to continue working and his/her behaviour places others at risk, then the employer could face prosecution under the Act. It must be noted that all employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

The principal legislation in the U.K. for controlling the misuse of drugs / substances is the Misuse of Drugs Act 1971. Nearly all drugs and substances with misuse and /or dependence liability are covered by this Act. The Act makes the production, supply and possession of these controlled drugs / substances unlawful. If an employer knowingly permits the abuse of illegal drugs / substances and / or the production supply of any controlled drugs / substances to take place on its premises, then the employer could be committing an offence.

Alcohol and substance misuse are issues for all society. They have consequences for the individual concerned, the organisation for whom they work as well as family, friends and work colleagues. Successfully tackling the problem can benefit both the organisation and its employees by:-

- Reducing the cost of absenteeism or impaired productivity
- Reducing the risk of accidents caused by impaired judgement
- Contributing to society's efforts to combat alcohol, drug and substance abuse
- Enhancing the public perception of the organisation as a responsible employer
- Creating a more productive environment by offering support to those employees who have an alcohol, drug or substance related problem and thereby improving employee performance, self-esteem and wellbeing.

## 2.0 Purpose of Policy

The purpose of this Policy is to make clear to all staff the Business Service Organisation's position on drug, alcohol and substance abuse while at work and the action to be taken if such circumstances arise.

### 3.0 Aims

This policy aims to contribute to a safe and healthy work environment by:

- Preventing drugs, alcohol and other substances problems through awareness raising and providing guidance on the symptoms, effects on work and health consequences of drugs, alcohol and substance abuse.
- Identifying problems at an early stage, thus minimising risks to the health and safety of employees and potentially safeguarding the health and safety of fellow employees and others.
- Recognising drug, alcohol and other substances problems as medical conditions that are potentially treatable and providing the means whereby those who have a problem can seek and be offered help in confidence.
- Providing assistance and a supportive environment to employees with problems with the aim of maintaining them in and, where appropriate, reintegrating them into the workplace.

### 4.0 Responsibility

This policy is applicable to all employees of the BSO.

All managers and supervisors have a responsibility for implementing this policy with appropriate support from Human Resources and Trade Union representatives. All employees have a responsibility to adhere to the policy and a duty to co-operate with management to ensure implementation and adherence to the policy.

It should be noted that while employees are free to do what they choose in their own time, this freedom brings with it the responsibility of ensuring that they do not engage in any activity which would bring into question their loyalty and reliability, in any way weaken public confidence in the conduct of the BSO's business or in any other way prevent the efficient performance of their official duties. Employees are reminded that inappropriate behaviour outside working hours (including at BSO functions) may constitute misconduct in some circumstances and will be dealt with in accordance with the BSO's disciplinary procedures.

## 5.0 What is Alcohol or Substance Abuse?

In this policy, “substance abuse” refers to the use of illegal drugs and substances and the misuse of prescribed and “over the counter” drugs and substances including solvents. Substance misuse can harm the user both physically and mentally and, through the user’s actions, other people.

Alcohol problems are defined as “any drinking, either intermittent or continual, which impairs an employees’ work performance and / or interferes with attendance.”

## 6.0 The Policy

Employees must not during the course of their employment:

- Possess any illegal substance or abuse drugs, alcohol, solvents or any other potentially abusive substance;
- Supply or attempt to supply any person with any illegal substance;
- Attend work under the influence of alcohol or other substance (the policy does not restrict the appropriate use of prescribed or over-the-counter medication).

Where prescribed or over-the-counter medication is likely to affect work performance, particularly safety at work, employees are required to make this known to their Line Manager who can then seek advice from Occupational Health.

It should be noted that if any employee is aware that a colleague is using an illicit substance and fails to report same, he/she may have committed an offence. In Northern Ireland it is an offence under the criminal law not to report to the PSNI, without reasonable excuse, the commission of certain serious criminal offences (“arrestable offences”), including certain offences under the Misuse of Drugs legislation (Section 5, Criminal Law Act NI 1967).

Employees are reminded that all our premises are alcohol free. The substance free status of all BSO premises applies to both employees and visitors

## 7.0 Alcohol, Drug or Substance Abuse – what are the signs?

All kinds of people are involved in alcohol and substance abuse and many people who are involved in such misuse are in work. Alcohol and substance abusers do not conform to any stereotype so it is unwise to make any assumptions about who may be abusers. Alcohol reduces physical co-ordination and reaction speed, it also

affects thinking, judgement and mood. Excessive alcohol can lead to arguments, mood swings, emotional problems including depression and violence.

Particular care must be given when interpreting behaviour / symptoms which may in fact constitute the side – effects experienced by people on medication for a condition encountered as a result of Disability as defined by the Disability Discrimination Act. See Appendix 1 for some possible indicators of an alcohol, drug or substance related problem.

## **8.0 Guidance on Dealing with an Alcohol, Drug or Substance Abuse Problem**

Employees with an alcohol or substance abuse problem have the same rights to confidentiality and support as they would have if they had any other medical or psychological problem. As far as possible, save for the provisions of the law, alcohol and substance abuse as identified by the Occupational Health Service shall be treated initially as a health issue rather than an immediate cause for disciplinary action or dismissal. The movement into Disciplinary Procedure will be dependent on the circumstances of each case and Managers should seek advice from Human Resources before initiating the formal Disciplinary Procedure.

Managers should ensure that any member of staff with a drug, alcohol or substance problem has access to appropriate advice, information and help in getting treatment. Employees who think they have such a problem are encouraged to seek help voluntarily at the earliest possible moment. If there is an immediate danger the person should be safely removed from the workplace. Every effort should be made to ensure the person does not endanger others for example, by driving home.

Employees, who, because of the deterioration in their work or behaviour come to the attention of management as having such a problem, will be required to discuss the situation confidentially with the manager, a representative from Human Resources and a Trade Union representative if necessary. They will also be offered professional advice and help through the auspices of the Occupational Health Services. Where necessary, Occupational Health will carry out appropriate testing. Consent will be sought from staff before any testing. Testing will be carried out by a trained professional.

Time off will be allowed for treatment as is deemed necessary and, as long as treatment is being provided and accepted, job security will be protected in the same way as for employees experiencing other health problems.

Treatment of alcohol, drug and substance misuse may require long-term support and members of staff who begin a course of treatment will be given encouragement to continue despite possible relapses. Each case will be considered on its own merits in

conjunction with professional advice and sympathetic consideration will be given to absences for BSO treatment and rehabilitation under normal sick-leave provisions, although this cannot be continued indefinitely in the case of chronic conditions.

Should employees persistently refuse help or fail to complete a treatment programme, and this is reflected in poor performance or behaviour at work, this will lead to disciplinary action which may lead to dismissal.

Cases of gross misconduct e.g. possession and / or dealing in drugs / substances will also lead to disciplinary action which may result in dismissal.

Possession and / or dealing in drugs or other substances is a criminal offence and will be reported immediately to the PSNI. Such action is mandatory.

Where the job of an employee with a drug, alcohol or substance related problem carries an element of risk from a health and safety point of view, it may be necessary to reassign them to other duties for a temporary period. This may include withdrawal from driving duties.

Any employee, who attends work showing signs of being under the influence of alcohol, drugs or other substances and is deemed unfit for work, will be removed from their working environment. Disciplinary action will also be taken in accordance with the Disciplinary Procedures.

## 9.0 Review

This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the N. I. Act 1998 and has no adverse impact on the Section 75 groups which have been identified. Equality Commission guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be devoted to these.

## 10.0 Appendix

### 10.1 Appendix 1: Possible Indicators of an Alcohol/drug related problem

When trying to identify drug or alcohol problems, it is important to bear in mind that it can be extremely difficult to know if someone has a problem or not, since many of the indicators of a drug or alcohol problem could also indicate other conditions such as grief, depression, stress or debt.

The following may indicate that an individual may have an alcohol, drug or substance misuse problem and should be considered as reason for concern and further investigations.

#### **Absenteeism:**

- Frequent and unexplained absences
- Excessive sick leave especially for stomach upsets, diarrhoea, etc
- Frequent Monday and/or Friday absences

#### **Poor Work Performance:**

- Lack of concentration
- Fatigue
- Reduced productivity
- Mistakes and errors in judgement
- Telling lies to cover up

#### **Changes in Personality:**

- Fluctuating relationships with other colleagues
- Mood swings, irritability, lethargy
- Tendency to blame others
- Changes in attitude to authority
- Oversensitivity to criticism
- Avoiding company

#### **High Accident Rate:**

- Frequent injuries/accidents at work and elsewhere

#### **Other signs:**

- Smelling of alcohol
- Under the influence of alcohol at work
- Blear/red eyes dilated pupils
- Slurred speech
- Hand tremor
- Unkempt appearance
- Unusual requests to borrow money
- Euphoria
- Confusion



- Staggering
- Increased sweating
- Decreased co-ordination
- Needle marks on arms

**Business Services  
Organisation**

**Drugs, Alcohol and  
Substance Abuse Policy**