

WITHAM AND HUMBER DRAINAGE BOARDS

Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.

Witham House, J1 The Point, Weaver Road, Lincoln LN6 3QN Tel: 01522 697123



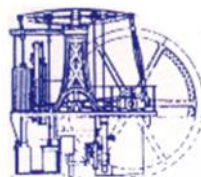
Witham First District IDB

www.witham-1st-idb.gov.uk



Upper Witham IDB

www.upperwitham-idb.gov.uk



Witham Third District

www.witham3idb.gov.uk



North East Lindsey

www.northeastlindsey-idb.org.uk

Alcohol & Substance misuse Policy

Background	The 4 Boards recognise that substance misuse related problems are an area of health and social concern. The Boards also recognise that a member of staff with such problems needs help and support from their employer. The consumption of alcohol or illicit substances can pose a risk to the individual, work colleagues and to visitors and is unacceptable in the context of consuming alcohol or misusing substances either before or during work.
Statement	The 4 Boards may assist in referring any employee who presents with alcohol or substance misuse problems for specialist assistance and support. Through this policy, the main aim of the Boards will be to both assist a member of staff in obtaining specialist help, and to protect their employment. Strict confidentiality will be maintained throughout this process.
Responsibility of Managers	A manager who suspects a member of staff has an alcohol or substance misuse problem is expected to follow the guidance within this policy
Responsibility of Employees	Members of staff with an alcohol or substance misuse problem are encouraged to seek help voluntarily before their job performance is adversely affected. Alternately, advice may be sought from the HR Lead or from a Third-Party Professional Organisation.
Dissemination	Boards' Websites
Resource Implication	Implementation of this policy may incur costs when supporting people with problems, but these will be offset by the potential retention of skills and knowledge as well as in maintaining the 4 Boards' reputations.
Equality and Diversity	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer responsibilities, pregnancy or maternity, social status or trade union membership.
Approval Date	Joint Services Committee – 20.07.20
Review Date	Within 3 years of the approval date.

1. Introduction

1.1 The 4 Boards expect that employees will not consume alcohol or illicit substances either before or during work. It is recognised that there may be times when an employee will need support to address alcohol or illicit substance problems. The purpose of this policy is to provide information on what support is available to those employees who are having issues with either alcohol or illicit substances and how any potential

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risks or issues that are affecting an employee's work performance and/ or behaviour will be managed.

- 1.2 The Boards strongly discourage employees from drinking any alcohol or taking drugs prior to driving or reporting for duty at work. Employees must not report for work under the influence of alcohol or drugs.
- 1.3 Employees must not drink alcohol or take drugs during working time. Working time is any time between when an employee reports for work and the time they finish work and includes lunchtimes and break times. It includes any period of call out on duty or during overtime working.

2. Recognition of Possible Substance Misuse

- 2.1 Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to the Boards' success.
- 2.2 The Boards require all employees to comply with the policy on Alcohol & Substance Misuse. Breaches of the policy will be taken very seriously and may be dealt with under the Boards' disciplinary procedure.
- 2.3 For the purpose of this policy, the term 'drugs' means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

3. Prescribed medication

- 3.1 The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies. However, some medication (for example tranquillisers, sleeping pills, pain-killers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants) can make people drowsy and may affect their work performance or the safety of themselves or others.
- 3.2 If an employee is taking any medication they should:
 - check the possible side effects with their doctor or pharmacist and the impact those side effects may have on their employment and the operation of plant and machinery
 - inform their line manager in confidence, who will, if necessary, make alternative arrangements for them.
- 3.3 Managers may recognise or be alert to a potential issue of substance misuse through one or more of the following:
 - Unpunctuality
 - patterns of short-term absence
 - slower work rate
 - deterioration in standard of dress
 - slower reactions

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- increasing inaccuracy/errors
- memory loss
- slurred speech
- breath odour
- mood changes
- depression and/or poor co-operation with colleagues.

4. How can we support

- 4.1 If an employee comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by the Board. If an employee thinks they have a problem and may be violating the policy as a result, the Board strongly encourages them to come forward and seek help. The Board will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If an employee volunteers information to the Board that they have an alcohol or drug problem they will be treated with dignity at all times. Any discussions will be in the strictest of confidence.
- 4.2 The Boards recognise that employees may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. The Boards will make every effort to provide ongoing support to employees.
- 4.3 Once a substance misuse issue has been identified then the line manager should be meeting with the employee to discuss what support can be offered and any wellbeing concerns. Managers should encourage employees to seek help for themselves and access voluntary services. Managers can refer the employee to other agencies for specialist advice and guidance on any workplace adjustments, treatment recommendations and any other ongoing support.
- 4.4 It is expected that there are ongoing wellbeing conversations between the manager and employee in order to continue supporting the employee during any treatment plans or any assistance they are accessing. As part of the discussions, managers will give consideration to whether or not the employee is fit to continue attending work and if not then the normal attendance procedures and support should be followed.

5. Work Performance and Conduct Issues

- 5.1 If employees are absent from work due to attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.
- 5.2 Whilst the Boards will be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.
- 5.3 The misuse of alcohol, drug or other illicit substances can negatively impact on an employee's standard of work performance and/or behaviour and in these cases the manager must make the employee aware of the impacts whilst also offering the required support.

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- 5.4 Any capability issues arising from substance misuse should be dealt in line with Sickness and Absence Policy and where substance misuse is affecting the employees' behaviour Disciplinary Policy and Procedure will apply and managers must refer to this policy for guidance on the investigation process.
- 5.5 In any cases of substance misuse managers will consider any support/ adjustments that may assist the employee to meet the required levels of performance and behaviour and how this can be provided alongside the formal processes. It is important to note that these issues could result in dismissals on the grounds of incapability or misconduct.

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Appendix 1

Useful Contacts relating to Substance Misuse

BUPA Healthy Minds

0800 269 616 bupa.co.uk/bupa-healthy-minds

Drinkline

(free confidential helpline for people concerned about their drinking, or someone else's)

Helpline 0300 123 1110

Alcoholics Anonymous

PO BOX 1

10 Toft Green

York

YO1 7NJ

National Helpline 0845 7697555 (usually 24 hours) Or telephone 01904 644 026 9.00 – 5.00

A1-Anon National Helpline (for families of problem drinkers) 57B Great Suffolk Street

London

SE1 0BB

Tel: 0207 403 0888 (confidential helpline 10am – 10pm) Enquiries@al-anonuk.org.uk

Alcohol Concern National Helpline

Suite B5

West Wing

New City Cloisters 196 Old Street London EC1V 9FR

Tel: 0207 566 9800

Addaction

24/7 Referral line countywide - 0808 1311113

Talk to Frank

www.talktofrank.com

ADFAM

Family support services for families of alcohol and drug users www.adfam.org.uk

Tel 020 7553 7640