

COLWICH PARISH COUNCIL



STAFF HANDBOOK

Drugs & Alcohol

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PD104 Drugs & Alcohol



Drugs & Alcohol – PD104

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This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	January 2017

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1 Policy Statement

- 1.1** The aim of this Policy is to deal with employee issues resulting from Drug and/or Alcohol misuse, either by providing support where it is accepted or resorting to the Disciplinary Procedure where support is not accepted or gross misconduct has occurred.

2 Introduction

- 2.1** Colwich Parish Council recognises that the misuse of drugs¹ and alcohol is a significant area of health and social concern. It also recognises that someone with such problems could well need help and support from the Council as their employer.
- 2.2** The term 'drug' refers to both illicit substances controlled under the Misuse of Drugs Act 1971 and non-illicit substances such as solvents and legal highs. This policy does not apply in the case of prescribed or over-the-counter medicines.
- 2.3** Misuse of drugs and alcohol can have a detrimental effect on work performance and behaviour and the Council recognises that it has a responsibility to its employees and customers to ensure that this risk is minimised.
- 2.4** Accordingly, the Drug and Alcohol policy involves three approaches:
- 2.4.1** Provides reasonable assistance to the member of staff with an alcohol or drug misuse problem who is willing to co-operate in the treatment of that problem.
- 2.4.2** Disciplinary rules, enforced through the Disciplinary Procedure, where the use of alcohol or drugs affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment has been offered but not accepted.
- 2.4.3** Disciplinary rules enforced as gross misconduct, with a consequence of summary dismissal, when an employee displays behaviour or undertakes any act under the influence of drugs or alcohol, which means that their presence can no longer be tolerated in the workplace.

3 Scope

- 3.1** All staff are responsible for adhering to the policy and reporting possible breaches of the policy to the Clerk and/or the Chairman.. All employees must take reasonable care, whilst at work, to ensure they do not endanger themselves or anyone else by their actions.
- 3.2** Staff should always be mindful of the requirements of the Road Traffic Act 1988 which stipulates that drivers of road vehicles must not be under the influence of drink or drugs whilst driving, attempting to drive or in charge of a vehicle. The Clerk must exercise due diligence to ensure that staff do not knowingly drive whilst unfit.

4 Support for a Member of Staff


- 4.1** If the Clerk or Chairman is concerned about the behaviour of a member of staff, they should engage in a private two-way discussion as soon as possible, highlighting the employee's shortcomings in conduct or performance and agree a plan for improvement or further action, if appropriate.



- 4.2** Where it is suspected that the issues could be due to drug or alcohol misuse they should help the member of staff to recognise the nature of the problem through the early intervention of the Occupational Health service.
- 4.3** Provision of support and assistance will then depend upon the following conditions being met:
- The Occupational Health Service confirming a drug or alcohol misuse/dependency related problem.
 - The member of staff recognises that he/she is suffering from a drug or alcohol misuse problem/dependency and is prepared to co-operate fully with Occupational Health and accept onward referral to and treatment from appropriate sources.
- 4.4** If those conditions are met the Clerk or Chairman should provide support during the period of treatment and make all efforts to maintain confidentiality. This support may include a period of sick leave or the approval of a period of annual or unpaid leave at short notice.
- 4.5** Depending upon the circumstances it may also be appropriate for the Clerk or Chairman to:
- Consider temporarily amending work patterns or transferring the person to other duties during this period and /or
 - Drafting a working agreement, to be signed up to by the employee, where progress is monitored and fitness to attend work is assessed on a daily basis.

5 Disciplinary Action

- 5.1** In accordance with Colwich Parish Council's Disciplinary Procedure, the following circumstances would be regarded as gross misconduct and would normally result in summary dismissal:
- Attending work and/or carrying out duties under the influence of drugs or alcohol.
 - Consumption of alcohol or drugs whilst on duty.
- 5.2** Employees must also recognise the following limits to the assistance that can be provided:
- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the normal Disciplinary Procedures.
 - If the process of referral and treatment is completed but the member of staff becomes involved again in disciplinary situations resulting from drug or alcohol misuse related problems, these will be dealt with through the Disciplinary Procedures.

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6 Sources of Advice

6.1 The following web pages provide very useful sources of information relating to drug and alcohol misuse:

<http://www.nhs.uk/Livewell/Addiction/Pages/addictionhome.aspx>

<https://www.staffordshirecares.info/Health-Wellbeing/alcohol-drugs-smoking/alcohol-drugs-smoking.aspx>

6.2 Advice could also be sought by phoning the following helplines:

- National advice line (Drugs) 0800 77 66 00
- National advice line (Alcohol) 0800 917 8282

SIGNED	
COUNCILLOR ADAM BILLINGSLEY, PARISH COUNCIL CHAIRMAN	