



C R A I G D A L E
H O U S I N G A S S O C I A T I O N L T D
Craigdale: The Home of Good Housing

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Alcohol & Substance Misuse Policy

AS WITH ALL
OF THE
ASSOCIATION
S POLICIES,
THIS GUIDE IN
FULL AND IN
PART IS
AVAILABLE IN
SUMMARY,
ON TAPE, IN
BRAILLE AND
IN
TRANSLATIO
N INTO MOST
OTHER
LANGUAGES
– PLEASE
ASK A
MEMBER OF
STAFF IF YOU
WOULD LIKE
A VERSION IN
A DIFFERENT
FORMAT

Date of Policy Review:	20.02.18
Date of Board Approval:	20.02.18
Date of Next Review:	2021

Alcohol & Substance Misuse Policy

Introduction

This policy has been devised to assist Craigdale Housing Association in the management of alcohol and substance misuse problems affecting the working environment. Craigdale Housing Association has a duty to provide high standards of customer care at all times and it is acknowledged that alcohol and substance misuse is likely to have an adverse effect on this.

This policy will set out Craigdale Housing Association's standards and expectations in relation to alcohol and substance abuse and the level of support that will be provided when problems arise.

Policy Aims:

- To clarify Craigdale Housing Association's position on drinking and/or substance abuse at work.
- To explain Craigdale Housing Association's position on illegal activity concerning drugs and/or alcohol
- To provide guidance and boundaries on appropriate assistance and support to employees with issues relating to alcohol or substance misuse.
- To adhere to the legal obligations of Craigdale Housing Association as set out under Health & Safety legislation.
- To clarify the circumstances in which disciplinary procedures will be instigated.
- To provide guidance for managers to manage alcohol and substance misuse issues.
- To clarify the distinction between dependent and non dependent misuse of alcohol or substances.

Definitions

For the purposes of this policy the following definitions apply:

- **Alcohol Abuse:** where a person feels that they are unable to function without alcohol, and the consumption of alcohol becomes an important, or sometimes the most important, factor in their life. (www.nhs.co.uk)
- **Substance Abuse:** Intoxication by/or regular excessive consumption of and/or dependence on psychoactive substances, leading to social, psychological, physical or legal problems. It includes problematic use of both legal and illegal drugs (including alcohol when used in combination with other substances) www.nice.org.uk

Confidentiality

Employees with alcohol or substance abuse problems who are referred for treatment, whether voluntarily or mandatory will be dealt with in the strictest confidence.

Disciplinary Procedures

In circumstances where Craigdale Housing Association's disciplinary procedures are instigated in relation to this policy, the outcome may include dismissal.

Legal Framework

- Health & Safety at Work Act 1974
- Misuse of Drugs Act 1971

Health and Safety

Craigdale Housing Association recognises its duty under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practical the physical and psychological health and safety of all employees. If it is felt that an individual poses a risk to the health and safety of themselves or others as a result of the alcohol or substance consumption, immediate action will be taken to remove the individual from the environment, most likely by sending the individual home. If it is not safe for the individual to make their own way home alternative travel arrangements must be made.

All employees have a responsibility to ensure the health and safety of others is not put at risk. If an employee has reason to believe that a colleague is misusing alcohol or drugs they must inform a manager immediately.

Illegal Activity

Craigdale Housing Association respects an individual's right to a private life, however Craigdale Housing Association works within the community with a purpose of improving the lives of those who live there. As a result, Craigdale Housing Association will not tolerate any instances of illegal activity concerning drugs or substances. Any employee found to be involved or connected to illegal activity will be managed under Craigdale Housing Association's disciplinary procedure and is likely to be regarded as Gross Misconduct..

Drinking at Work

The consumption of alcohol at work is not normally permitted. However, at special events, where the employee is not driving and only with the approval of the Director alcohol may be permitted.

Driving at Work

Drinking alcohol can affect people in different ways. As a result, Craigdale Housing Association takes the view that the only safe level of alcohol is no alcohol. Should an employee drink alcohol and then undertake any occupational driving this will be deemed as Gross Misconduct and will be dealt with under our Disciplinary Policy.

Before any driving at work takes place a risk assessment should be conducted. This should be completed by the driver and should include any alcohol intake. This is particularly relevant 'the morning after the night before'. If an employee is in any doubt as to whether they are safe to drive they should not do it.

If an employee suspects another staff member has consumed alcohol or they have reason to believe the person may not be safe to drive the morning after, they have a responsibility to report this immediately to a manager. Should malicious allegations be made this will be treated very seriously and will be subject to formal disciplinary action.

Alternatively, a call can be made directly to the police.

Managing Alcohol Misuse

Craigdale Housing Association will manage alcohol misuse depending on its nature. Alcohol misuse will be dealt with under the following categories:

- 1) Alcohol overindulgence
- 2) Alcohol dependence

Where an issue arises concerning alcohol overindulgence that results in socially unacceptable or dangerous behaviour but which is not related to a physical or psychological dependence. This will be treated as a conduct issue and will be dealt with under the organisation's disciplinary procedures.

Where an issue arises concerning alcohol dependency and interferes with an employee's work, this will initially be considered as an ill-health issue and managed in accordance with the appropriate procedures. However, where there is no improvement, support is not accepted, programme not completed or no dependence is diagnosed Craigdale Housing Association will instigate the disciplinary procedure.

Managing Substance Misuse

Legal Substances

Where an issue arises concerning the recreational use or overindulgence in legally obtained substances which results in socially unacceptable or dangerous behaviour, this will be treated as a conduct issue and will be dealt with under the organisation's disciplinary procedures.

Where an issue arises concerning legal substance dependency which has been obtained legally and interferes with an employee's work, this will initially be managed as an ill-health issue and managed in accordance with the appropriate procedures. However, where there is no improvement, support is not accepted, programme not completed or no dependence is diagnosed, Craigdale Housing Association will instigate the disciplinary procedure.

- **Illegal Substance Misuse**

Craigdale Housing Association will not tolerate the consumption or possession of illegal drugs in any circumstances. This will always be considered Gross Misconduct and will be dealt with under our disciplinary procedures.

- **Illegally Obtained Legal Substances**

Craigdale Housing Association will not tolerate illegal activity concerning legal substances. Any employee who is suspected of being involved in any such activity will be dealt with in accordance with Craigdale Housing Association's disciplinary procedures as gross misconduct.

General Illegal Activity

Any employee suspected to be involved in illegal activity concerning substances will also be reported to the police.

Police Involvement

In circumstances where the police are involved in an investigation concerning any employee, Craigdale Housing Association will conduct their own investigation independent of any police involvement and will act accordingly based on the information they have at the time of their investigation.

Managing Dependency Problems

In circumstances where an employee is suspected of having an alcohol or legal substance dependency Craigdale Housing Association will provide reasonable support. In the first instance the line manager will have a meeting with the employee and make a management referral to the Craigdale's current counselling provider. The manager will then have follow up meetings on an appropriate and regular timescale to determine the progress the individual is making.

Where there are performance issues relating to any dependence, appropriate performance plans will be put in place in accordance with Craigdale Housing Association's under performance procedures as detailed in the disciplinary procedures. Where the improvement is not adequate or support via the counselling provider is not adhered to, normal disciplinary procedures will be instigated which may result in dismissal.

SUPPORTING AGENCIES

- **Glasgow Council on Alcohol**

Tel: 0141 353 1800

web: www.glasgowcouncilonalcohol.org

14 North Clairemont Street, Glasgow, G2 7LE

Helpline: 0808 802 9000

- **National Drugs Helpline**

Tel: 0800 77 66 00 (Freephone number)

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