



ILLOGAN PARISH COUNCIL

POLICY AND PROCEDURES FOR THE TREATMENT OF ALCOHOL AND DRUG ABUSE

INTRODUCTION

- 1.1 Whilst the Council condemns alcohol or drug abuse, it believes it is essential to have a positive policy designed to encourage early identification of these problems, thus providing a constructive and preventative strategy regarding alcohol or drug abuse amongst its workforce. Such abuse frequently leads to the development of alcohol or drug related problems in employees that affect their health and social functioning, and/or impair their work performance. This impairment can lead to, for instance, absenteeism; lost time on the job; accidents; loss of training investment; waste; poor judgement; and wrong decisions. Any of these factors provide a legitimate basis for Council to intervene.
- 1.2 A policy on alcohol and drug related problems is needed in order to:
- a. Reduce, and ideally, prevent the incidence of such forms of work impairment described above;
- AND
- b. Reduce the personal suffering of employees with drink or drug problems, and also the consequential effects on other persons within the working environment.
- 1.3 The aims of the policy are threefold:
- a. To alert employees to the risks associated with heavy drinking or drug abuse
 - b. To offer encouragement and assistance to employees who suspect or know they have such a problem, and to seek help voluntarily at an early stage from helping agencies directly or via the Council's policy.

- c. Where, in the course of invoking the disciplinary procedures it is suspected or known that the employee's misdemeanour is due to an alcohol or drug problem, to refer the employee to an appropriate agency for diagnosis and, if necessary, treatment.

POLICY STATEMENT

- 2.1 The Council recognises that alcohol and drug related problems are primarily health and social concerns, and therefore people with such problems require help and treatment.
- 2.2 Alcohol or drug related problems are defined as any excessive consumption, either intermittent or continual, of alcohol or drugs which definitely and repeatedly interfere with a person's health and social functioning and/or work performance or conduct.
- 2.3 Employees who suspect or know that they have an alcohol or drug related problem are encouraged to seek help and treatment voluntarily either through the Council's Policy or through an Agency of the employee's own choosing.
- 2.4 Employees who come to notice, through observation, or by normal disciplinary procedures, as possibly having such a problem, will be offered the opportunity to seek diagnosis and, if necessary, treatment from appropriate agencies. As neither members of Council, nor representatives of trades unions, have the specific qualifications to diagnose these problems, such referrals to appropriate agencies will be based on health grounds and/or work performance or conduct.
- 2.5 In all instances within paragraphs 2.3 and 2.4 above, the encouragement, or offer of an opportunity to seek and accept help and treatment, are made on the clear understanding that:
 - a. The employee will be granted, if necessary, leave to undergo treatment and such leave will be treated as sick leave within the terms of the appropriate sick pay scheme.
 - b. On resumption of duties, or on return to work following a period of treatment, the employee will be able to return to the same job. However, should the Council decide that the effects of the employee's problem render him/her unfit or unsuitable to resume the same job, or where resumption of the same job would be inconsistent with the long-term resolution of the employee's problem, every consideration will be given to finding suitable alternative employment.
 - c. Having accepted help or treatment and resolved the problem, the employee's normal promotional prospects will not be impaired.
- 2.6 Employees who, having come to notice as possibly having an alcohol or drug related problem, decline to accept the offer of referral for diagnosis

and/or help and treatment, or who discontinue a course of treatment before its satisfactory completion - and who continue to put up an unsatisfactory level of work performance - will be subject to the normal and recognised disciplinary procedures.

- 2.7 Following a return to employment either after or during treatment, should work performance again suffer as a result of alcohol or drug related problems, then each case will be considered on its merits and, if appropriate, a further opportunity to accept and co-operate with help and treatment will be offered.
- 2.8 The application of this policy is limited to those instances of alcohol or drug related problems that frequently or continually affect the health and/or work performance or conduct of the employee. The policy does not apply to employees who, because of excessive indulgence in alcohol or drugs on random occasions, behave in a manner contrary to the standard of safety and conduct required by the Council; such instances will be dealt with in accordance with the normal recognised disciplinary procedures.
- 2.9 The confidential nature of any records of employees with alcohol or drug related problems would be strictly preserved.
- 2.10 This policy applies to all Council employees, irrespective of status or position, and does not discriminate at any level.

Review Date	Reviewed By	Amendments	Minute Number
24.02.16	Governance Review Committee	None	GR16/02/22.2
08.02.17	Governance Review Committee	None	GR17/02/18.2
26.09.18	Governance Review Committee	None	GR18/09/25.2
27.03.19	Governance Review Committee	None	GR19/03/24.2