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## **Policy And Procedures For The Treatment Of Alcohol And Drug Misuse**

### **Introduction**

Illogan Parish Council is committed to providing a safe, healthy, and productive working environment for all employees, workers, and visitors. This includes ensuring that all personnel are fit to carry out their duties safely, effectively and in a working environment that is free from substance misuse, including misuse of alcohol and drugs whether prescribed, over the counter or illegal.

The aims of the policy are threefold:

1. To alert employees to the risks associated with alcohol or drug misuse.
2. 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.
3. Where, while invoking the disciplinary procedures it is suspected that the employee's misdemeanour is due to alcohol or drug misuse, to refer the employee to an appropriate agency for diagnosis and, if necessary, treatment.

### **Policy Statement**

The Council recognises that alcohol and drug misuse is primarily a health and social concern.

Alcohol or drug misuse is 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.

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Employees who suspect or know that they misuse alcohol or drugs are encouraged to seek help and treatment voluntarily either through the Council's Policy or through an Agency of the employee's own choosing.

Employees will be offered the opportunity to seek diagnosis and, if necessary, treatment from appropriate agencies. As neither members of Council, nor representatives of trade 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.

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:

- 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.
- 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 it not be possible for the employee to resume the same job, or where resumption of the same job would be inconsistent with the long-term resolution, every consideration will be given to finding suitable alternative employment.
- Having accepted help or treatment, the employee's normal promotional prospects will not be impaired.

Employees who decline to accept the offer of referral for diagnosis and/or 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.

Following a return to employment either after or during treatment, should work performance again suffer as a result of alcohol or drug misuse, then each case will be considered on its

Page 2 of 4

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merits and, if appropriate, a further opportunity to accept and co-operate with treatment will be offered.

The application of this policy is limited to those instances of alcohol or drug misuse 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.

The confidential nature of any records of employees will be strictly preserved.

This policy applies to all Council employees, irrespective of status or position, and does not discriminate at any level.

### **Reviewed – for Office use only**

**Review Date:** 28.02.24.

**Reviewed By:** Governance Review Committee.

**Amendments:** None.

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**Reviewed By:** Governance Review Committee.

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Page 3 of 4

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