
Substance abuse policy

Objectives

1. As an employer we wish to ensure your welfare and to safeguard the organisation's efficiency and reputation. We regard alcoholism and drug dependency as illnesses which, except where absolutely necessary, should be treated medically rather than within the disciplinary or performance improvement procedures.
2. This policy applies to all employees, temporary staff and those on secondment with us.
3. The definition of 'substance' includes the following:
 - alcohol;
 - illicit, prescription or over-the-counter drugs;
 - any other substance which may impair an employee's performance or conduct at work. For example "legal highs" and solvents.
4. It is important that employees with an alcohol or drugs problem seek appropriate help as early as possible.

Alcohol and drugs

5. This policy aims to:
 - ensure that you are aware of the risks associated with the abuse of alcohol and drugs;
 - help managers to identify a drinking or drugs problem at an early stage;
 - ensure that other employees are not put at risk or adversely affected by an employee's alcohol consumption or drug use;
 - ensure that the Council's efficiency and reputation is not undermined by an employee's alcohol or drug-influenced behaviour.
6. Alcohol is not generally available on the Council's premises. There may however be specific organised events where alcohol is available at the discretion of line managers. In such circumstances the line managers should ensure that this is: not excessive; subject to effective management; and that non-alcoholic drinks are available as an option.
7. If you drink off-duty, it should be to an extent that it does not impair work performance or conduct. Any employee whose work performance or conduct is adversely affected by alcohol consumption or drugs may be subject to action under our disciplinary procedures. (See below).

Helping employees

8. We encourage you to seek help if you have an alcohol or drugs-related problem and to seek advice on the assistance available.
9. There are often signs that might suggest that someone has a problem. These include a decline in work performance; a poor attendance record; unreliability; unexplained injuries; and changes in behaviour such as irritability and lack of concentration. The Council accepts that raising the subject may put you in a difficult or embarrassing position but believes that you should encourage a colleague to seek assistance.
10. If a line manager observes that someone has a dependence problem, or information comes to light through the disciplinary procedure or by other means, the manager should encourage them to seek help. If managers require assistance, they should speak to Human Resources.

Support

11. If you are experiencing problems with alcohol or drug dependency, you can seek confidential help through your GP or one of the many agencies (see useful contacts below).
12. As an employer we seek to be supportive where staff are working to address personal problems which are having an impact upon work. All SFC employees can access our confidential and independent employee assistance programme HelpEAP which includes a counselling service as well as providing advice and sign posting to other agencies. (Telephone 0800 032 9849, available 24hours per day 7 days a week)

Disciplinary action

13. Although the Council's intention is to help employees with substance abuse problems, we will take disciplinary action, including dismissal, for the following serious offences:
 - possessing, using or selling illicit drugs on Council premises, the premises of a stakeholder organisations and also at any other event when representing the Council;
 - working under the influence of alcohol such as to impair performance or conduct; drinking alcohol on Council premises other than when authorised by management;
 - being under the influence of alcohol, drugs or other prescribed substances which impair performance or conduct whilst at work (including attending any event, whether social or otherwise at Council premises or elsewhere).
14. If an employee refuses to accept referral to specialist help, we may initiate disciplinary action.
15. If you relapse into dependency after the course of treatment has been completed, you will be given the opportunity to take further treatment. If this help is refused or your

performance or action is unacceptable, disciplinary action will be taken.

Rehabilitation

16. Line managers are responsible for monitoring the performance and health of employees who have undergone successful treatment for an alcohol or drug problem. If you need further help on keeping alcohol and drugs out of your life, you should speak in confidence to your line manager or Human Resources, or seek further help from the support organisations.

Useful contacts

Alcoholics Anonymous

Free National helpline 0800 9177 650

website: <http://www.alcoholics-anonymous.org.uk/>

Edinburgh and Lothian Council on Alcohol (ELCA) - note services are available in East, West and Midlothian. Similar groups work in most regions in Scotland

91 Rose Street

Edinburgh

EH2 3DT

t: 0131 337 8188

e-mail: elca@btconnect.com

Website: <https://edspace.org.uk/service/edinburgh-lothian-council-on-alcohol/>

ELCA offers help to anyone worried about their own or someone else's drinking. They also offer free advice, information and support focusing around alcohol.

Edinburgh Alcohol and Drug Partnership

Waverley Court, 4 East Market Street, Edinburgh EH8 8BG

Website containing range of information and links to guidance and support to help deal with drug and alcohol related problems. This is Edinburgh based but similar organisations work in most cities.

Website: <https://www.edinburghadp.co.uk/>

Know the score

This website contains useful information and sources of help for people, parents as well as professionals working with drugs related issues.

There is also a free helpline 0800 587 5879 which offers help and guidance from 8am to 11pm, 7 days a week. Options to Livechat (6-10pm) or e-mail for support.

Website: http://www.knowthescore.info/kts/CCC_FirstPage.jsp

Document history

This Policy and Procedure does not form part of SFC's terms and conditions of employment.

Owner: Human Resources

Version number	Changes	Date approved
1.1	Policy revised by PPWG and ratified by JNCF Dec 2019. Updating SFC support section and details of contact agencies	01/12/2019 Ratified by JNCF

Review cycle: where there is a change in elements of the policy or periodically every two years.