

Alcohol and Substance Misuse Policy

Employee Wellbeing

2020 - 2023

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This document should be used in conjunction with the
[Corporate Health and Safety Policy](#)

Purpose

The purpose of the policy is to provide information on alcohol and substance misuse and how to manage it in the workplace. The Council has a duty of care to ensure that employees are aware of the risks of working under the influence of alcohol and substance misuse and that they need to refrain from doing so. It is therefore a key consideration for the Council, in terms of employee health and safety, sickness absence management, morale of employees and employee relations that alcohol and substance misuse in the workplace is managed effectively. This policy will assist Managers / Supervisors to recognise that alcohol and substance misuse can seriously impair an employees' ability to contribute fully to the needs of the Council and will aid in the recognition and management of alcohol and substance misuse in the workplace.

Scope of the Policy

This policy will apply to employees and elected members of Carmarthenshire County Council, volunteers acting on our behalf, contractors, visitors, agency workers and members of public who are accessing or using premises owned or occupied by Carmarthenshire County Council.

Responsibilities

All line managers have a responsibility under this policy for managing alcohol and substance misuse in the workplace and should be able to offer the appropriate assistance to employees when required.

People Management will have responsibility for promoting and monitoring the effectiveness of this policy and guidance. The People Management Division will ensure that the proactive approach to management is encouraged through timely advice from the Occupational Health Service, Health and Safety Department, and Learning and Development Team, and the provision of timely and accurate data and professional HR advice.

Wider responsibility for the policy rests with Directors, Heads of Service and all senior managers. They are responsible for ensuring that this Policy and accompanying guidance is effectively communicated ensuring that all cases of alcohol and substance misuse are managed sensitively and consistently. Senior managers will be responsible for commissioning additional support for managers as appropriate and practicable, and ensuring that managers have adequate training and supervision to carry out their duties.

Arrangements at Schools

Governing Bodies of all schools are encouraged to adopt this policy to include school social events, with a recommendation that schools may wish to develop appropriate wording to include pupils or signpost to the appropriate policy or guidelines for pupils. School management teams must ensure that a suitable agreement is adopted outside normal school hours when the facilities may be hired to third parties.

Exemptions:

1. Alcohol consumption will be permitted for residents in adult residential care and respite homes.
2. Alcohol consumption will be permitted for residents within flats and domiciliary areas of Sheltered Housing and Council Housing Premises and service users in social care establishments providing day care services to the elderly or vulnerable.

There should be suitable and sufficient risk assessments (including the effect of alcohol use with medication) in place for any residents/service users who consume alcohol.

Supporting Documentation

Supporting information, guidance and documentation will be available to assist with the management and implementation of this policy.

Ensuring Equality of Treatment

This policy must be applied consistently to all employees irrespective of race, colour, ethnic or national origins (including citizenship), language, disability, religion, belief or non-belief, age, sex, gender reassignment, sexual orientation, parental or marital status, pregnancy or maternity.

If you have any equality and diversity concerns in relation to the application of this policy and procedure, please contact a member of the HR Team who will, if necessary, ensure the policy/procedure is reviewed accordingly.

If you require this information in an alternative format, please contact People Management & Performance on CEHRDuty@carmarthenshire.gov.uk.

Elected Members

Elected Members have a personal responsibility to all staff and members of the public to uphold the values set out in this policy, promote good relations and challenge inappropriate behaviour where required. Elected Members are responsible for ensuring that they support positively, the principle of equality and diversity, in undertaking their public duties and follow the Code of Conduct for Elected Members and associated policies and procedures.

Definitions

Alcohol and substance misuse are defined as the habitual or intermittent use of alcohol or any drug or other substance which causes detriment to an individual's health, social functioning or work performance. It can often impair the safety of themselves or others and affect attendance, time keeping, efficiency or conduct. Misuse also includes the possession, use or supply of illegal drugs (controlled by the Misuses of Drugs Act, 1971).

Statement

Carmarthenshire County Council enforces a zero tolerance to alcohol and substance misuse within the Authority.

Carmarthenshire County Council has a Duty of Care to its employees and will:

- Prohibit the consumption of alcohol by our employees, agency workers, contractors and volunteers during working hours including lunch times.
- Raise awareness amongst our employees of the dangers of alcohol and substance misuse and the potential adverse impact upon themselves, their relationships and the workplace when used inappropriately.
- Ensure all employees and managers are aware of the rules regarding the use of alcohol and substances at work or working whilst adversely affected by substances. This would include prescription medication and over the counter medication where effects of the medication can have an impact on driving and using machinery. Employees should inform their managers of any adverse effects of this type of medication as adjustments may need to be accommodated.
- Promote the early identification and treatment of alcohol and substance related problems and encourage employees adversely affected to seek advice, support and treatment for themselves, or if concerned for a family member or friend to seek advice and support for others.
- Monitor employees where the use of alcohol and substances contribute to poor attendance and work performance, in accordance with the appropriate HR Policies.
- Provide adequate information and guidance to anyone implementing this policy, in particular line managers and supervisors, so that they may effectively identify employees with potential problems associated with substances, and effectively deal with alcohol and substance misuse in the workplace.
- Establish clear guidelines for dealing with misconduct associated with the use and misuse of alcohol and substances, using our disciplinary procedures where appropriate, and reporting illegal activities to the police.
- Ensure all employees seeking help for alcohol and substance related problems are provided with confidential and sympathetic support, treatment and rehabilitation. Confidentiality will be maintained by all parties concerned.
- Discourage the unsafe use of alcohol and substances and the unhealthy use of alcohol by employees, by promoting awareness of a healthy lifestyle.
- Provide guidance and information on sensible drinking in the form of leaflets, health promotion and campaigns on a regular basis.