



**Greenhead College
Corporation**

**Drug and Alcohol
Policy (Staff)**

1. AIM

- 1.1 Greenhead College is committed to promoting the health and wellbeing of staff maintaining quality family life and a good work life balance. The College recognises that the abuse of alcohol and prescribed drugs and the use of illegal drugs may result in serious health problems and jeopardise the health and safety of others, including staff and students. The aim of this guidance is to ensure that the College remains compliant with safety and legal regulations in respect of the use of drugs and alcohol by staff, to support those who may have a dependency or issue and to ensure that the reputation of the College is not harmed by drugs and alcohol use.
- 1.2 This Policy provides guidance for staff and managers and should be read in conjunction with the Absence Policy and Disciplinary Policy.

2. SCOPE

- 2.1 This procedure applies to all Greenhead College employees.
- 2.1 This Policy aims to set out how the College expects to minimise the effects of drug and alcohol abuse on its services by:
- a) Assisting managers, colleagues and individuals in the recognition of an individual with drink or drug related problems so that assistance may be offered
 - b) Supporting individuals who are seeking assistance or rehabilitation
 - c) Clearly stating the rules concerning the use of alcohol and drugs within the working environment

3. DIVERSITY AND INCLUSION

- 3.1 All employees have the right not to be subjected to detriment on the grounds of disability or illness.

4. DEFINITIONS

- 4.1 For the purposes of this guidance, drugs will include any illegal drugs (and novel psychoactive substances), prescription drugs being consumed other than in line with a valid prescription, and other medicines being taken other than in line with dosage instructions. Solvents or other substances being used for drug-like effects are also included.
- 4.2 Staff includes all employees, workers, volunteers and casual staff. In some circumstances it may also include agency workers and contractors.
- 4.3 The Disciplinary Procedure states that an example of gross misconduct could be "serious incapability whilst on duty brought on by alcohol or illegal drugs". Drug or alcohol misuse by staff could also be dealt with as misconduct or serious misconduct.

5. GENERAL PRINCIPLES

- 5.1 Staff must report for work, and remain throughout the working day or the duration of their shift, in a fit, capable, professional and safe condition to undertake their duties.

- 5.2 Any matters dealt with under this Policy will be under the usual rules of strict confidentiality.

6. RECOGNISING INDIVIDUALS WITH ALCOHOL OR DRUG RELATED PROBLEMS

- 6.1 Signs of an alcohol or drug misuse may include high levels of absenteeism; poor work performance; personality change such as irritability, depression and anxiety; impaired or abnormal fluctuations in concentration and memory; slurred speech; deterioration of personal hygiene.
- 6.2 Problems may also come to light as a result of HR procedures including performance capability, disciplinary and absence procedure or accidents at work.
- 6.3 It is not the responsibility of Heads of Department or Line Managers to diagnose an individual as having an alcohol or drug problem; however they should be alert to the signs. If they suspect an individual is having problems they should follow the steps below.

7. PROBLEMATIC USE OF DRUGS OR ALCOHOL

- 7.1 Where it has emerged that a staff member is recurrently using drugs or alcohol problematically, this is likely to be managed as an illness and therefore any associated absence would likely be considered as sick leave and managed in accordance with the sickness absence procedure. However, there may also be circumstances which may arise which need to be considered under the College Disciplinary Policy.

8. SUPPORTING INDIVIDUALS SEEKING ASSISTANCE

- 8.1 Where an employee is giving cause for concern, their Head of Department or Line Manager and a member of the Human Resources Team should arrange to meet with them to explain their concerns and offer the employee further support, if required.
- 8.2 Initially, the employee could be advised to contact:
- a) The College Occupational Health service;
 - b) The College Counsellors; and
 - c) Their own GP / primary medical care team or wider community care or specialist services.
- 8.3 These services can also be accessed directly by individuals themselves who may be concerned that they have a drug or alcohol problem.
- 8.4 Any time taken to undergo treatment will be dealt with in accordance with the Absence Policy and is likely to be treated as sickness absence.

9. RULES GOVERNING ALCOHOL AND DRUG USE AT WORK

- 9.1 Because alcohol can impair judgement, it can affect conduct and performance. All staff are expected to perform at a suitable level and to act reasonably. If, as a result of excessive and/or inappropriate alcohol consumption, they cannot discharge their responsibilities then the relevant HR policy may be applied.

- 9.2 There are a number of areas within the College where being under the influence of alcohol or drugs may constitute a serious hazard or may be in itself illegal (for example duties that directly affect the safety of staff, students and visitors, security or driving duties on behalf of the College). In such instances, being under the influence of alcohol or drugs is unacceptable and disciplinary action may be pursued.
- 9.3 Where a member of staff is required to consume over the counter or prescribed medicines where instructions are that their performance may be impaired, then this should be reported to their Head of Department or Line Manager and the Human Resources Team. Adjustments may be appropriate and put into place to enable a member of staff to continue to work safely.

10. DISCIPLINARY ACTIONS

- 10.1 The College will, where appropriate, adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency/addiction. However, there may be occasions when the College Disciplinary Procedure may apply.
- 10.2 The College Disciplinary Procedure states that an example of gross misconduct could be “serious incapability whilst on duty brought on by alcohol or illegal drugs”. Drug or alcohol misuse by staff could also be dealt with as misconduct or serious misconduct.
- 10.3 Possession, production, or use of an illegal drug on College premises and supplying, attempting to supply or offering to supply illegal drugs to others are contraventions under the Misuse of Drugs Act and will be reported immediately to the College Senior Leadership Team and the Police and will be dealt with under the appropriate policies internally.

11. ALCOHOL AND DRUG TESTING

- 11.1 In the event that it is suspected that an employee has attended work under the influence of drugs or alcohol, the College may require the employee to undertake a drug or alcohol test. Staff in the College are working in an environment where should they be under the influence of alcohol and/or drugs, this may pose a serious risk to the safety and wellbeing of students and other members of staff.
- 11.2 Alcohol testing will take place via a breathalyser and will take place in the HR Office, by the Director of Finance, with the a member of the Human Resources Team present. In the event that the Director of Finance is not available, the test may be conducted by another member of the Senior Leadership Team. Testing will only be conducted with the consent of the employee. However, any refusal to take part in an alcohol test may be taken into account when considering disciplinary action.
- 11.3 If an alcohol test proves positive, the member of staff will be asked to leave the College and return home safely. If necessary, a next of kin may be called to assist.
- 11.4 In the event that it is suspected that a member of staff may be working at the College under the influence of drugs, testing may be carried out Occupational Health and would be referred by the Human Resources Team if appropriate. Consent would be necessary from the employee for the referral and testing to

take place, and any refusal may be taken into account under the College Disciplinary Policy.

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