ALCOHOL, DRUGS & SUBSTANCE MISUSE POLICY

INTRODUCTION

In recent years there has been an increasing awareness among employers of the extent to which staff are affected by alcohol and drug and/or substance misuse related problems and the effects that can have on the workplace and on the physical wellbeing of staff.

Impaired performance, absenteeism, sickness, poor time keeping and accidents at work are often linked to alcohol, drug and/or substance misuse. Furthermore, the effects of alcohol, drug and/or substance misuse are likely to be detrimental to the organisation's reputation and image and its ability to deliver high quality services.

University of Suffolk is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees in line with the University of Suffolk Health and Safety Policy. This policy is designed to ensure that employees are aware of the support available, expected standards of behaviour and of the risks associated with alcohol/drug misuse and the consequences of their actions.

The University seeks to deal constructively and sympathetically with staff problems that are related to alcohol, drug and/or substance misuse.

The University recognises alcohol, drug and/or substance misuse or dependency as primarily a health related and social problem requiring specialist counselling and/or treatment. You should feel assured that any problem you may have will be dealt with in a fair and sensitive manner. Staff who know or suspect they have an alcohol, drug and/or substance misuse related problem are expected to seek specialist help voluntarily and can be advised where this may be obtained.

Staff members are further assured that the University is committed to offering every assistance and guidance, in accordance with the provisions of this policy.

SCOPE OF THE POLICY

This policy applies to all staff of University of Suffolk.

This policy covers the use and misuse of intoxicating substances, which include alcohol, solvents, legal and illegal drugs, prescription and over the counter medicines and other substances that could adversely affect work performance and/or health and safety at work.

The University of Suffolk expects staff to take a responsible attitude towards alcohol, drugs and substances, and maintain an acceptable standard of conduct at all times. This
requirement extends to any events and functions which take place on University premises or at other premises where staff are representing the University of Suffolk.

The University also expects agency and casual workers, contractors, volunteers and others working on its behalf to comply with this policy. Failure to do so is likely to result in the working arrangements being terminated.

DEFINITION

For the purpose of this policy, alcohol, drugs and substance misuse are defined as:

“The consumption of alcohol to the extent that it affects an individual’s work performance, normal social behaviour at work, attendance or the safety of themselves and/or others.”

“The taking of drugs and/or substances by an employee, other than drugs prescribed as medication, which adversely affects their performance, conduct, attendance or their colleagues at work.”

SUPPORT PROVIDED BY UNIVERSITY OF SUFFOLK

As previously stated the University recognises alcohol, drug and/or substance misuse or dependency as primarily a health related and/or social problem requiring specialist counselling and/or treatment. You should feel assured that any problem you may have will be dealt with in a fair, sensitive and confidential manner.

If you feel you have a problem related to alcohol, drugs and/or substances, you are strongly encouraged to seek help and you should discuss this with your Manager, who will keep such a discussion in strictest confidence.

Your Manager will discuss this with you and agree on options available for help. Support will be provided by Human Resources as required.

There are also a number of external agencies available to provide advice and support to individuals and their families. For further information please refer to the Useful Contacts section of this policy or speak to a member of the Human Resources team.

In conjunction with the Sickness Policy your Manager may also subsequently refer you to Human Resources who can arrange for the provision of appropriate support to enable speedy rehabilitation; this may include referral to the occupational health service, and/or counselling and advice on alcohol, drug and/or substance misuse problems and where to go for help. If you feel unable to talk to your Manager you should contact Human Resources. Absence from work for counselling or treatment will be recorded as sick leave.
USE OF ALCOHOL, DRUGS AND SUBSTANCES

Under the Misuse of Drugs Act 1971, it may be an offence for employers to knowingly permit the use, supply and production of illegal drugs on their premises.

On premises that are owned/managed by University of Suffolk, there exists a duty defined within the law that might require immediate action to be taken to prevent the sale, supply, possession or consumption of illegal substances and some substances that could be deemed harmful e.g. solvents.

There may be occasions when the University will host an event where alcoholic beverages will be available. It is also possible that some members of staff will attend external events which will include the availability of alcoholic beverages. It is important that during such events staff conduct themselves in a professional manner. If you are driving it is important that you do not drink and drive and you are expected to take responsibility for your own actions.

EXPECTED STANDARDS OF BEHAVIOUR

- For many people, alcohol consumption is an accepted part of social life and is normally a personal matter. However, when alcohol use impairs performance, safety or interpersonal work relations, it becomes a matter of concern to the University.

- If your performance, behaviour or attendance at work is affected by alcohol, drugs and/or substance misuse, and you refuse to seek specialist help, you will be subject to disciplinary action on the grounds of misconduct or capability.

- If you drive as part of your job you must ensure that you do not have alcohol levels above the legal limit or you will be subject to disciplinary action.

- If you operate machinery or other equipment likely to cause you injury or injury to another person you should ensure you do not have alcohol levels above the legal limit.

- The above two bullet points also apply to non-prescribed drugs or prescribed drugs that prevent the operation of machinery or driving during the period in which they have been prescribed.

- If you are convicted of any offence connected to the misuse of alcohol, drugs and/or substances, including driving offences, you must inform Human Resources.

- An incident relating to drug and/or substance misuse may be considered a disciplinary offence and be treated as such.

- Where evidence warrants, the University of Suffolk will inform the police of illegal drug use or any activity or behaviour where there are concerns as to its legality.

The University will provide support to enable rehabilitation and you are expected to actively engage with any support and assistance offered, whether provided by your
doctor or the organisation to address an alcohol, drug and/or substance misuse problem. However, if you fail to undergo treatment it may lead to disciplinary action.

If a relapse in the drug misuse problem occurs after counselling or treatment, then the resulting management action will be decided on the merits of the case.

Every effort will be made to ensure that an employee undergoing counselling or treatment for alcohol, drug and/or substance misuse problems is retained in their original job with no prejudice to promotional opportunities or other benefits, provided that work performance and attendance record return to, or remain at, a normally acceptable level.

MANAGER GUIDANCE

This can be a very sensitive issue and it is important to treat all parties concerned with dignity and respect. Managers are advised to seek support and guidance from the Human Resources team in relation to this matter who will assist in deciding appropriate actions are agreed.

It is a manager’s responsibility to act promptly if they consider there is an alcohol, drug and/or substance misuse problem.

If an employee is identified as having an alcohol, drug and/or substance misuse problem their manager will provide a reasonable level of help and support. Should the manager have any concerns with regards to the individual's general performance, their ability to interact professionally with students and colleagues and/or the individual's health and wellbeing, they should speak to the individual about their concerns and consider appropriate levels of support. The manager should continue to monitor the situation as part of the normal supervisory relationship. This may include setting any objectives to overcome issues, as appropriate and providing clear instructions regarding expected standards of work.

HEALTH GUIDELINES TO ALCOHOL CONSUMPTION

Guidelines have been set out by the Health Education Authority as to how much alcohol it is safe for a healthy adult to drink. The NHS website also provides a range of helpful fact sheets including advice on how to lower individual alcohol consumption.

For further information please refer to the NHS website [www.nhs.uk/alcohol](http://www.nhs.uk/alcohol).

CONFIDENTIALITY

Details of alcohol and drug misuse problems experienced by employees will be retained in the strictest confidence as far as is legitimately and legally possible. For example, it may be necessary in order to provide effective support for information to be shared with others, such as occupational health or other agencies.
CONCLUSION

University of Suffolk expects all employees to comply with the recommendations and regulations set above. For further information please contact Human Resources.
OTHER RELATED POLICIES

- Health and Safety Policy
- Sickness Absence Policy
- Capability Policy
- Disciplinary Policy

USEFUL CONTACTS

- Action on Addiction: call 0845 126 4130 or visit www.actiononaddiction.org.uk
- Addaction: www.addaction.org.uk
- ADFAM: call 020 7553 7640 or visit www.adfam.org.uk
- Alcoholics Anonymous: the helpline number is 0845 769 7555 or visit www.alcoholics-anonymous.org.uk
- Alcohol Concern: which runs the national drink helpline on 0800 917 8282 or visit www.alcoholconcern.org.uk
- Al-Anon: Confidential helpline 0207 40 30 888 10am – 10pm or visit www.al-anonuk.org.uk
- Alcohol Free Social Life Blog: www.alcoholfreesociallife.com/blog
- Down your Drink: a confidential, free 24 hour self-help programme for anyone worried about their drinking www.downyourdrink.org.uk
- Drinkaware: www.drinkaware.co.uk
- Drinkline: a confidential, free 24 hour helpline call 0800 917 8282
- Substance.org.uk: www.substance.org.uk
- Suffolk Drug and Alcohol Action Team: www.drugsline.org
- University of Suffolk Confidential Counselling line: 011 7934 2121

Some of these sites are interactive and provide self-help tool kits which may be helpful in identifying and managing alcohol or drug misuse.

Director of Human Resources
October 2012
### University of Suffolk

#### Equality Impact Assessment – Initial Screening Form

Please complete this form in conjunction with the Initial Screening Guidance Notes

<table>
<thead>
<tr>
<th>Directorate:</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy/Procedure Title:</td>
<td>Alcohol, Drugs and Substance Misuse Policy</td>
</tr>
<tr>
<td>Name of the manager responsible for this assessment:</td>
<td>Teresa Steward</td>
</tr>
<tr>
<td>Name(s) of any other people involved in this assessment:</td>
<td></td>
</tr>
<tr>
<td>Date of assessment:</td>
<td>15 April 2014</td>
</tr>
<tr>
<td>Is this new or existing?</td>
<td>Existing</td>
</tr>
</tbody>
</table>

### Section 1: Purpose

1. **What is the purpose of the policy?**
   - An information tool to build awareness of the support mechanisms for staff who may wish to seek help with a related problem, plus provide guidance on the expected standards of behaviour at work

2. **Does the policy, procedure or process involve, or have consequences for, the people University of Suffolk serves and employs?**
   - Yes
   - This policy applies to all staff employed at University of Suffolk at all grades

### Section 2: Impact

3. **How is the policy seeking to achieve its purpose?**
   - To detail support available (internally and externally) for anyone who may require help with a related problem, outline expected standards of behaviour and to provide guidance for managers with dealing with such matters.

4. **Does the policy require decisions to be made in relation to individuals or groups of individuals?**
   - Yes
   - Normally, decisions will be made by line managers in conjunction with Human Resources.

5. **What is the decision-making process and is it fair and transparent?**
   - Managers will need to decide what action to take should they have suspicions that a staff member might have a related problem or should they be approached for support by an individual advising of an issue. Managers are clearly advised in...
<table>
<thead>
<tr>
<th>6.</th>
<th>Please give details of what equality training is/will be provided for decision makers?</th>
<th>All managers and all members of the HR team are required to complete an online equality and diversity training programme.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>What are any 'associated aims' attached to the policy?</td>
<td>This policy has linked with the following policies and details why: - 1) Sickness absence Policy – managing health matters 2) Health and Safety – due to possible implications on operating machinery, driving and general wellbeing of individual and others 3) Capability Policy – on grounds of unsatisfactory performance or attendance 4) Disciplinary Policy – on grounds of any misconduct</td>
</tr>
<tr>
<td>8.</td>
<td>Are there any external considerations? (legislation/government directive etc)</td>
<td>Yes. Misuse of Drug Act, legal limits relating to alcohol consumption – drink driving, and regulations relating to discarding medication which is no longer required</td>
</tr>
<tr>
<td>9.</td>
<td>Who are the stakeholders and what are their interests?</td>
<td>All staff, community, Board. Health and wellbeing of staff, maintaining expected standard of behaviour to ensure good reputation of University of Suffolk</td>
</tr>
<tr>
<td>10.</td>
<td>To summarise, what outcomes do we want to achieve and for whom?</td>
<td>Staff are aware of the policy and where to go for support. Managers are able to recognise any staff member who may have a related problem and have adequate skills to address the situation in a supportive manner in line with University of Suffolk values.</td>
</tr>
</tbody>
</table>

### Section 3 - Data

| 11. | Identify any baseline data available about the impact of this policy in relation to equality groups (e.g. monitoring data, student/staff surveys, complaints, comments, research, outcomes of review, feedback from previous consultations, known inequalities). | • Completion rates of Equality training for decision makers identified within policy  
• Level of usage of this policy linked to equality data, monitor trend  
• Attendance or use of any associated events to promote  
• Monitor any prescribed drugs cases supported in correlation with disability |

To further consider statistical data on this subject and how University of Suffolk might build awareness on this topic and policy itself as a preventative measure of misuse occurring and well being promotion.
### Section 4: Impact on students, staff and the wider community

<table>
<thead>
<tr>
<th>12. Is the Policy likely to have negative consequences/inequalities or positive impact on grounds of:</th>
<th>Y/N</th>
<th>Type of impact, reason and any evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
<td>N</td>
<td>Some health conditions such as Diabetes can vapour liquor-similar scents due to the medication used to control their condition which could be misinterpreted as alcohol having been consumed. How issues of concerns are raised should therefore be carefully and sensitively approached by managers and colleagues. Policy guides managers with concerns to HR for support and guidance. Also careful consideration should be given to those who may be under medication and the side effects this may have on the staff member’s performance at work either on a temporary or permanent basis. Temporary or permanent reasonable adjustments to their role may be appropriate.</td>
</tr>
<tr>
<td>Gender</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Race/ethnic origin</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Religion/Belief</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Transgender</td>
<td>N</td>
<td>Medication use to support the transition process and its side effects should be considered and include a link within this policy.</td>
</tr>
<tr>
<td>Marriage and civil partnership</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Pregnancy and Maternity (employment only)</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td><strong>Could other socio-economic groups be affected</strong></td>
<td>N</td>
<td>e.g. carers, ex-offenders, low incomes?</td>
</tr>
</tbody>
</table>

### Section 5: Opportunities for positive action

<table>
<thead>
<tr>
<th>13. What steps have been taken to positively promote equality on grounds of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Race/ethnic origin</td>
</tr>
<tr>
<td>Religion/Belief</td>
</tr>
<tr>
<td>Sexual Orientation</td>
</tr>
<tr>
<td>Age</td>
</tr>
<tr>
<td>Transgender</td>
</tr>
<tr>
<td>Marriage and civil partnership</td>
</tr>
<tr>
<td>Pregnancy and Maternity</td>
</tr>
</tbody>
</table>
Could other socio-economic groups be affected e.g. carers, ex-offenders, low incomes?

Section 6: Outcomes

14. As a result of this assessment, have you identified any opportunities to improve the inclusivity of this policy? If so, what are they?

<table>
<thead>
<tr>
<th>Yes</th>
<th>please give details below</th>
</tr>
</thead>
</table>
|     | Include a link to the appropriate policy or procedure about support available with dealing with performance issues around prescribed drug use. Although this outside definition for this policy it would be helpful for transparency reasons and impact on those protected under disability group on a temporary or permanent basis, and those protected under transgender.

15. Do you consider this policy should be the subject of a more detailed Impact Assessment?

| No |

16. What is your rationale for this outcome?

There has been no negative impact identified for particular groups at this initial screening stage, only improvements to the policy to ensure transparency of issues highlighted within.

17. Do you plan to revisit this assessment? If so, when?

After additions above, review in 3 years.

We are satisfied that an initial screening has been carried out and a full impact assessment is/is not required* (please delete as appropriate).

Completed by:  Teresa Steward  Date:  15 April 2014

Role:  HR Manager

Thank you for completing this assessment. Please retain a copy for your records and send an electronic copy to the Director of Human Resources.