

# HR & OD POLICIES

human resources and organisational development



## Alcohol & Drug Misuse Policy

### Local Government Employees

## 1. POLICY STATEMENT

Aberdeenshire Council recognises misuse of and/or dependency on alcohol, drugs or other substances as a health-related and social problem which may require specialist treatment. Alcohol and Drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making.

As a caring authority and with a view to reducing absenteeism and poor work performance caused through substance misuse, the Council will endeavour to support employees so affected by enabling them to have access to advice, counselling and treatment where appropriate.

This Policy aims to promote a fair and consistent response to any employee who is experiencing problems related to either alcohol and/or drugs.

## 2. SCOPE OF POLICY

This policy is concerned with the effects of alcohol and substance misuse in the workplace and applies to all Aberdeenshire Council employees.

Contractors, Agency staff and Voluntary workers will be expected to adhere to the principles of this policy while contracting/ volunteering for Aberdeenshire Council.

Employees whose role involves either entertaining for business purposes on behalf of the Council or representing the Council at events during or out with normal working hours are considered to be employees at these times and consequently the same standards of this Policy apply.

## 3. PRINCIPLES

### General

It is accepted that substance misuse and dependency is a health-related problem and that, coupled with their responsibility for the health, welfare and safety of their employees, the Council must ensure that the possible consequences of inappropriate use of alcohol, drugs and other substances on the individual, other employees and the public are avoided as far as possible. It is unacceptable to attend work while under the influence of alcohol and/or substance misuse, and such behaviour will be addressed through the Disciplinary Procedure and will normally constitute gross misconduct.

## Definition

Substance misuse can be defined as the problematic use of alcohol, drugs or other substances. The Council recognises that substance misuse may be the cause of a variety of problems at work including increased absenteeism and incidence of accidents, low performance standards, and problems with workplace relationships. There is therefore a need to identify employees with such problems and provide them with any necessary help as appropriate.

## Related Legislation

Health and Safety at Work Act 1974

Misuse of Drugs Act 1971

Misuse of Drugs Act (Modification) 2008

Medicines Act 1968

Drug Act 2005

Road Traffic Act 1988

# ALCOHOL AND DRUG MISUSE

## Index of Documents

| <b>Revision Date</b> | <b>Previous Revision Date</b> | <b>Summary of Changes</b> |
|----------------------|-------------------------------|---------------------------|
| 31-01-2001           |                               | Creation of all Documents |
| 18-04-2013           | 31-01-2001                    | Revision of all documents |
| 10-06-2015           | 18-04-2013                    | Format update             |