

# Substance misuse policy

A **policy** setting out an employer's approach to **alcohol** and **drug** abuse at work.

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# Purpose of Policy

The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:

- (a) All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems.
- (b) Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
- (c) Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently.

# Personnel responsible for this policy

- Who will have overall responsibility?
- Who will be trained?

# Identifying a problem

- Noticing changes in a work colleague?
- No cover up for employees
- Who to report matter to

# Alcohol & Drugs at work

Example of what is to be included:

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

# Other Clauses

- Substance Misuse Procedure
- Providing support
- Confidentiality
- Performance and Disciplinary issues