

## Drug & Alcohol Policy

### 1. APPLICATION

- 1.1. This policy applies to all Croydon Council employees.

### 2. POLICY STATEMENT

- 2.1. The aim of this policy is to outline how Croydon Council will comply with the Health & Safety at Work etc. Act 1974 and best practice.
- 2.2. The council requires that all employees report to work free from the effect of drugs or alcohol. It is not acceptable to be under the influence of drugs or alcohol at work.
- 2.3. Employees found in possession of illegal drugs or using illegal drugs whilst at work will be reported to the police and subject to the Council's disciplinary procedure.
- 2.4. The consumption of alcohol or drugs is to be avoided in any situation where, as a direct consequence, the safety at work of the individual or others is put at risk.
- 2.5. Croydon Council does not condone the substance misuse by its employees, or the illegal supply of these substances. However, it acknowledges that it has a role in supporting the recovery of employees who have a dependency problem, in a workplace context. The role of the Council will be to support employees by providing confidential counselling and an advisory service through the Occupational Health Unit.
- 2.6. Absence through substance misuse will be treated in the same way as any other sickness absence. For further information see the Sickness Management Policy and Procedures.
- 2.7. Any member of staff who is concerned that he/she may have a problem with alcohol or drugs is encouraged to seek help and advice.
- 2.8. Employees should be aware that any sign that they have been consuming alcohol, for example by it being detected on their breath, may be perceived by colleagues, members of the public or services users that they are under the influence of alcohol. Irrespective of whether or not an employee's behaviour or judgement is impaired, this can have the effect of damaging personal and professional credibility and the Council's reputation.

### 3. ROLES & RESPONSIBILITIES

3.1. Executive Directors are responsible for ensuring this policy is implemented throughout their department.

3.2. Line Managers are responsible for:

- Ensuring that their staff are fit and able to carry out their duties effectively.
- Identifying employees who may have changes in their behaviour and work performances as a result of alcohol or drugs.
- Seeking advice from HR & OD and the Occupational Health Unit at an early stage rather than wait until there may be a serious problem.
- Ensuring their employees are aware of this policy, their responsibilities in following it and the consequences of their failure to do so.

3.3. Employees are required to:

- Co-operate with the requirements of this policy. They must act in a safe manner and not endanger themselves or others through their acts or omissions.
- Ensure they are fit for work and remain fit during the working day.
- Be aware that some prescribed and over the counter medication may have side effects or impair judgement and performance, e.g. cause drowsiness. If any employee experiences any side effect or symptoms which may affect the employee's ability to work, they should inform their manager as soon as possible.
- Familiarise themselves with how the examples of misconduct and gross misconduct in the disciplinary procedure may be relevant to this policy. In particular, being incapable carrying out duties effectively because of the influence of drugs or alcohol and endangering the health and safety of others are regarded as disciplinary offences that may result in dismissal.
- Help and encourage another employee whom they believe may have a dependency problem to seek help and/or report any concerns to that person's manager.
- If, as a result of work issues, undergoing treatment for a dependency problem, to comply with that treatment and keep the Council informed of their progress through the Occupational Health Unit.
- Advise management if charged and/or convicted of a drug/alcohol related offence.

3.4. HR & OD will:

- Provide assistance and advice on the implementation of the policy and training of staff
- Advise on the relationship between this policy and other HR policies such as the sickness management policy and procedure and the

disciplinary procedure.

- Regularly review this policy particularly when there is any significant change in legislation or best practice.
- Monitor council compliance with this policy.

Date	10 August 2010
Owner	H&S consultancy
Ratified by	CSC
Equality Impact assessment	
Date for review	10 August 2012
Document reference	HSCP 1.0