



Alcohol and Substance Misuse Policy

Policy Manual Section:	Governance
Policy Number:	HR04
Scottish Social Housing Charter Reference:	1. Equalities 2. Participation 3. Communication
Date Approved by Management Committee:	April 2019
Next Review Date:	April 2024

This policy can be provided on request in different languages and formats, including Braille and audio formats.



1.0 INTRODUCTION

1.1 This policy has been devised to assist Govan Housing Association and the Govan HOME Team (the Group) in the management of alcohol and substance misuse problems affecting the working environment. We have a duty to provide high standards of customer care at all times and it is acknowledged that alcohol and substance misuse is likely to have an adverse effect on this.

2.0 POLICY AIMS

- Clarify the Group's position on drinking and/or substance abuse at work.
- Explain the Group's position on illegal activity concerning drugs and/or alcohol
- Provide guidance and boundaries on appropriate assistance and support to employees with issues relating to alcohol or substance misuse.
- Adhere to the legal obligations of the Group as set out under Health & Safety legislation.
- Clarify the circumstances in which disciplinary procedures will be instigated.
- Provide guidance for managers to manage alcohol and substance misuse issues.
- Clarify the distinction between dependent and non dependent misuse of alcohol or substances.

3.0 DEFINITIONS

3.1 For the purposes of this policy the following definitions apply:

Alcohol Abuse: where a person feels that they are unable to function without alcohol, and the consumption of alcohol becomes an important, or sometimes the most important, factor in their life. (www.nhs.co.uk)

Substance Abuse: Intoxication by/or regular excessive consumption of and/or dependence on psychoactive substances, leading to social, psychological, physical or legal problems. It includes problematic use of both legal and illegal drugs (including alcohol when used in combination with other substances) www.nice.org.uk

4.0 CONFIDENTIALITY

4.1 Employees with alcohol or substance abuse problems who are referred for treatment, whether voluntarily or mandatory will be dealt with in the strictest confidence.

5.0 DISCIPLINARY PROCEDURES

5.1 In circumstances where disciplinary procedures, as outlined in the relevant Contracts of Employment, are instigated in relation to this policy the outcome may include dismissal.

6.0 LEGAL AND REGULATORY FRAMEWORK

6.1 Legislation - the following is a brief summary of the legislation that is taken into consideration when dealing with alcohol and drug misuse issues:

- Misuse of Drugs Act 1971
- Health and Safety at Work Act 1974
- Human Rights Act 1998
- Data Protection Act 1998
- Housing (Scotland) Act 2001
- Housing (Scotland) Act 2010
- Equality Act 2010

7.0 HEALTH & SAFETY

7.1 We recognise our duty under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practical the physical and psychological health and safety of all employees. If it is felt that an individual poses a risk to the health and safety of themselves or anyone else as a result of alcohol or substances, immediate action will be taken to remove the individual from the environment - most likely by sending the individual home. If it is not safe for the individual to make their own way home alternative travel arrangements must be made.

7.2 All employees have a responsibility to ensure the health and safety of others is not put at risk. If an employee has reason to believe that a colleague is misusing alcohol or drugs they must inform their line manager immediately.

8.0 ILLEGAL ACTIVITY

8.1 We respect an individual's right to a private life, however we work within the community with a purpose of improving the lives of those who live there. As a result we will not tolerate any instances of illegal activity concerning drugs or substances. Any employee found to be involved or connected to illegal activity will be managed under the relevant disciplinary procedure which will likely result in dismissal.

9.0 DRINKING AT WORK

9.1 The consumption of alcohol at work is not permitted. However, at special events, and only with the approval of the Chief Executive Officer, alcohol may be permitted.

10.0 DRIVING AT WORK

10.1 All employees driving for work purposes must ensure that they comply with the law at all times – including the consumption of alcohol or other substances. It will be deemed a breach of conduct and will be dealt with under the relevant disciplinary policy if this requirement is not complied with.

10.2 If an employee is in any doubt as to whether they are safe to drive they should not do so.

10.3 If an employee suspects another staff member has consumed alcohol or they have reason to believe the person may not be safe to drive (e.g. the morning after a night out), they have a responsibility to report this immediately to their line manager.

11.0 MANAGING ALCOHOL & SUBSTANCE MISUSE

11.1 We will encourage employees affected by alcohol and/or substance misuse to seek support and guidance from their GP and other external sources. There is always, of course, an expectation that employees will comply with the law.

12.0 COMPLAINTS WITH THIS POLICY

12.1 All employees must adhere to this Policy at all times. Non-compliance will be treated as a disciplinary matter.

13.0 EQUALITY & DIVERSITY

13.1 Govan Housing Association is committed to equality and diversity will not discriminate in the operation of this policy, in line with equalities legislation.

13.2 This policy can be made available free of charge in a variety of formats including Braille, large print, audio format or translated into a different language.

14.0 REVIEW

14.1 This policy will be reviewed in April 2024 or in line with new legislation or good practice as required.

EQUALITY IMPACT ASSESSMENT

TITLE	Alcohol & Substance Misuse Policy
Strategic Outcome	Mitigation of behaviour that may adversely affect the performance of the Association and well being of employees and ensure compliance with relevant legislation and good practice.
What is the purpose of the proposed policy?	<ul style="list-style-type: none"> • Clarify the Group’s position on drinking and/or substance abuse at work. • Explain the Group’s position on illegal activity concerning drugs and/or alcohol. • Provide guidance and boundaries on appropriate assistance and support to employees with issues relating to alcohol or substance misuse. • Adhere to legal obligations of the Group as set out under Health and Safety Legislation. • Clarify the circumstances in which disciplinary procedures will be instigated. • Provide guidance for managers to manage alcohol and/or substance misuse issues. • Clarify the distinction between dependent and non dependent misuse of alcohol and/or substances.
Protected Characteristic Groups Affected By the Policy	<p>Age <u>Positive Impact:</u> The Group’s commitment to providing a fair and consistent framework in relation to administering the Alcohol & Substance Misuse Policy is clearly outlined in this policy which will hopefully reassure and have a positive affect on people concerned about age discrimination.</p> <p><u>Negative Impact:</u> The Alcohol & Substance Misuse Policy should have no negative impact in relation to age.</p> <p>Disability <u>Positive Impact:</u> Disabled people may be concerned about discrimination and not being treated fairly and equally. This policy clearly outlines the Group’s commitment to treat everyone consistently and equally which will hopefully provide reassurance that discrimination will not occur.</p> <p><u>Negative Impact:</u> The Alcohol & Substance Misuse Policy should have no negative impact in relation to disability.</p> <p>Marriage and Civil Partnership <u>Positive Impact:</u> People who are married or in a civil partnership may be a group who faces discrimination directly or indirectly with assumptions being taken</p>

about what their relationship means. This policy clarifies that all people should be treated with fairly and consistently and discrimination will not be tolerated.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact in relation to marriage and civil partnership.

Pregnancy and Maternity

Positive Impact:

This policy clarifies that all staff will be treated equally with regards to the implementation of the Alcohol & Substance Misuse Policy. Women affected by pregnancy or maternity will be included within this and will not be treated differently or unfairly.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact in relation to pregnancy and maternity.

Race

Positive Impact:

People may be concerned about racial discrimination and not being treated fairly and equally. This policy clearly outlines the Group's commitment to treat everyone fairly, consistently and equally which will hopefully provide reassurance that discrimination will not occur in relation to the Alcohol & Substance Misuse Policy.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact in relation to race.

Religion or Belief

Positive Impact:

This policy clarifies that all people should be treated with fairly and equally and discrimination will not be tolerated. People who hold religious or other beliefs can be a group that faces discrimination, either directly or indirectly. This policy has been designed to positively reassure people who are religious and hold a belief that they will not face discrimination of any sort within the Group in relation to the Alcohol & Substance Misuse Policy.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact on those with religious or other associated beliefs.

Gender

Positive Impact:

People may be concerned about discrimination and that they will not be treated fairly and equally because of their gender. This policy clearly outlines the Group's commitment to treat everyone consistently and equally which will hopefully provide reassurance that discrimination will

not occur in relation to the Alcohol & Substance Misuse Policy.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact in relation to gender.

Gender Reassignment

Positive Impact:

People who have or aim to reassign their gender can be a group who may be subjected to unfair treatment or behaviour. This policy clarifies that all people will be treated equally, fairly and discrimination will not be tolerated. This policy is designed to positively reassure people they will not face unfair treatment within the Group because of their gender reassignment and that steps will be taken should this occur. This message will hopefully positively deter discriminatory attitudes and behaviour.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact in relation to gender reassignment.

Sexual Orientation

Positive Impact:

People can be subjected to unfair treatment or not treated equally because of their sexual orientation. This policy clarifies that all people should be treated equally and discrimination will not be tolerated. Hopefully this policy will positively reassure people they will not face unfair treatment within the Group because of their sexual orientation and that steps will be taken should this occur. This message will hopefully positively deter discriminatory attitudes and behaviour.

Negative Impact:

The Alcohol & Substance Misuse Policy should have no negative impact in relation to sexual orientation.
