



# Drugs and Alcohol in the Workplace Policy

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## 1. Introduction

- 1.1 Wyre Council is committed to providing a safe and productive work environment and to promoting the health, safety and well-being of its employees. The drugs and alcohol policy is designed to ensure that employees are aware of the health risks associated with alcohol and drug misuse; outline the help and support available for staff and managers on these issues; and set out the consequences for those who are found to be misusing drugs and/or alcohol at work.
- 1.2 At work, alcohol or drug misuse can result in reduced levels of attendance, sub-standard work performance and increased health and safety risks not only for the individual concerned but also for others, for example work colleagues, members of the public, contractors, service users. Furthermore, the effects of alcohol or drug misuse are likely to be detrimental to the Council's reputation and image and its ability to deliver high-quality services.

## 2. Principles

### 2.1 The policy aims to:-

- Ensure the health, safety and wellbeing of employees and the public
- Raise staff awareness of the risks and potential harm to health associated with the use of intoxicating substances
- Set out the support available to employees who may be misusing drugs or alcohol and encourage them to seek help.
- Set clear rules about the use of drugs and alcohol in the workplace
- Support managers to tackle perceived problems at an early stage
- Provide a framework to enable instances of substance misuse by employees to be handled in an appropriate, fair and consistent manner
- Achieve a balance between supporting employees who come forward with a problem and the overriding need to preserve:
  - the health, safety and welfare of employees and others with whom they come into contact

As well as

- the Council's reputation, and
- the delivery of high quality, effective services.

- 2.2 Staff need to be aware that attending work under the influence of drugs and/or alcohol will be subject to investigation and could be considered to be a disciplinary offence and potentially gross misconduct.

- 2.3 Admitting to a drug/alcohol problem and seeking help under this Policy will influence how a manager deals with a particular case, in that it is likely to be a mitigating factor in deciding what action to take and it will mean that support is offered alongside any other action. It will not however be a way for an employee to avoid the consequences of their actions.
- 2.4 The policy is not intended to penalise those who are legitimately taking medication which may have unforeseen side effects affecting their performance.

### 3. Scope

- 3.1 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.
- 3.2 This policy applies to ALL employees.
- 3.3 The Council 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.

### 4. Legal Responsibility

- 4.1 Employers and employees are expected to abide by the law. Employers can be prosecuted if they fail to take action once aware that controlled drugs are being used, supplied or produced on their premises. Employers are required to take action if an employee's behaviour is putting themselves and/or other people at risk. This helps create a safe and healthy working environment. Employees are required to take reasonable care of themselves and others who might be affected by their behaviour and to co-operate with employers. The legislation which refers to alcohol and the misuse of drugs includes:
- 4.1.1 **The Misuse of Drugs Act of 1971.** The Act makes the production, supply and possession of these controlled drugs unlawful except in certain specified circumstances (for example when they have been prescribed by a doctor). If the Council were to knowingly permit the production or supply of any controlled drugs, the smoking of cannabis or certain other activities to take place on the premises they would be committing an offence.
- 4.1.2 **The Health and Safety at Work Act, 1974** The council has a duty to ensure the health, safety and welfare at work of its employees as far as is reasonably practicable.
- 4.1.3 **The Management of Health and Safety at Work Regulations, 1992** The Regulations place a duty on the council to assess the risks to the Health and Safety of its employees.

If the council knowingly allows an employee under the influence of alcohol or drugs to continue working and his or her behaviour places the employee or others at risk, they could be prosecuted. Our employees are also required to take reasonable care of themselves and others who could be affected by what they do at work.

- 4.1.4 **The Road Traffic Act 1988** This act states that any person who is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.
- 4.1.5 **The UK Psychoactive Substances Act** came into effect on the 26 May 2016, banning substances known as “legal highs”. This legislation makes it an offence to produce, supply, offer to supply, possess with intent to supply, import or export (including over the internet) any psychoactive substances.

## 5. Drug and Alcohol Misuse

- 5.1 The term “drug and alcohol misuse” applies to the problematic use of illegal drugs, prescribed drugs, alcohol and solvents. It also applies to psychoactive substances, often known as ‘legal highs’ ‘illegal legals’ or ‘illegal highs’. These are substances designed to produce the same, or similar effects, to drugs such as cannabis, cocaine and ecstasy, but are structurally different enough to avoid being controlled under the Misuse of Drugs Act. In some cases, these substances are just as dangerous as controlled drugs.
- 5.2 The inappropriate use of alcohol or drugs can damage the health and well-being of employees and have far-reaching effects on their personal and working lives.
- 5.3 Alcohol and/or drugs can affect an individual’s performance, efficiency and behaviour and compromise safety. Long-term effects can include liver disease, kidney disease, acute and chronic pancreatitis, diabetes, cardiovascular disease, several types of cancer, depression and anxiety, high blood pressure and increased risk of a stroke.
- 5.4 At work, drug and alcohol misuse, including hangovers, can result in reduced levels of attendance, mistakes, sub-standard work performance, impaired judgment and decision making and increased health and safety risks, not only for the individual concerned but also for others.
- 5.5 Employees who drink irresponsibly or commit offences related to the misuse of drugs and alcohol may put the Council’s reputation at risk and also prompt legal claims against the council.

## 6. Alcohol

6.1 Employees must report for work in a fit state and unaffected by alcohol and maintain this state during working hours, noting the following:

- Alcohol stays in the bloodstream for approximately one hour per unit. This means that heavy drinking in the evening may result in you not being in a fit state for work the following day.
- It is illegal to drink and drive over the prescribed legal limit. The minimum penalty is a one year driving ban. In the UK, the alcohol limit for drivers is 80 milligrams of alcohol per 100 millilitres of blood, 35 micrograms per 100 millilitres of breath or 107 milligrams per 100 millilitres of urine – see [www.drinkaware.co.uk](http://www.drinkaware.co.uk) for more information.
- You must not consume alcohol in council vehicles when on duty. This is strictly not allowed.
- Employees must not consume alcohol whilst at work.
- In exceptional occasions such as Christmas or a council function alcohol may be offered on council premises with the approval of a Service Director and moderate drinking would be permitted. In these circumstances it is the employee's responsibility to ensure that they do not drive exceeding the limit as set out above.

## 7. Drugs

7.1 It is a criminal offence under the Misuse of Drugs Act and other relevant legislation (see section 4.1.5), for any person knowingly to permit the production, supply, possession or use of controlled drugs.

7.2 Employees must report for work in a fit state unaffected by the consumption of drugs and must remain in a fit state during working hours, noting the following:

- For the purposes of this policy, 'drugs' covers illicit (illegal) drugs, Novel Psychoactive Substances (NPS), also known as 'legal highs', over-the-counter drugs and prescribed medication
- The use, possession, consumption, buying or selling of illegal drugs on council premises/vehicles is strictly prohibited, will be considered to be gross misconduct and will be reported to the police for investigation
- The council takes a zero tolerance approach in relation to the use of illegal drugs
- Prescribed and over-the-counter drugs can have adverse effects on work performance and safety. It is an employee's responsibility to check for any adverse effects with a medical practitioner when required to take a new medication. This is particularly important for anyone who drives a vehicle or operates machinery in the course of their work.
- In circumstances where prescribed medication adversely affects work performance, managers should allocate different duties wherever possible in

liaison with Human Resources and Occupational Health. Where this is not possible employees should consult their GP for advice and to discuss possible alternative medication. If people are taking prescribed medication for a long-term health condition or a disability, reasonable adjustments should always be considered.

## 8. Responsibilities of Managers and Employees

### 8.1 The Role of the Manager

Drinking alcohol is an accepted part of social life for many people and it can be hard for managers to identify the difference between appropriate drinking and alcohol abuse. Similarly, recognising the signs of drug abuse can be difficult. It should be emphasised that managers are not expected to be experts in this area, and if they have to deal with such issues they will be given full support and guidance from the Human Resources team in liaison with Occupational Health.

8.2 Employees with a drink or drugs problem may have higher absence levels than their colleagues, but this will not always be the case. Similarly, performance may not always be adversely affected. Managers therefore have a twofold role in dealing with these issues:

- Where appropriate, to highlight the effect on performance, conduct or attendance, and
- To encourage the individual to seek help to deal with their dependence, and offer appropriate support.

8.3 As a starting point, where a Manager is aware, or suspects, that an employee is misusing intoxicating substances, they must seek advice from Human Resources. The Manager will then need to talk to the individual before any further action is taken.

### 8.4 Manager's responsibilities

Managers are required to:

- be aware, as far as possible, of the signs of alcohol and substance misuse and the effects on performance, attendance and health of employees
- be aware of the duty of care to ensure the health, safety and welfare of employees and others with whom they come into contact (including their colleagues)
- ensure that staff understand the policy and are aware of the rules and consequences regarding the use of alcohol, drugs and other intoxicating substances
- ensure that should staff have a problem with alcohol or drugs, they are aware of the support that is available to them both within the Council and through external organisations

- monitor the performance, behaviour and attendance of employees as part of the normal supervisory relationship. If appropriate, keep accurate records of instances of poor performance, attendance or conduct to enable appropriate action to be taken (see Capability Policy, Disciplinary Policy, Promoting Attendance Controlling Absence Policy). Managers should intervene at an early stage where changes in performance, behaviour, sickness levels and/or attendance patterns are identified. Where a manager suspects alcohol or substance abuse may be causing the problem, they should first discuss the situation with HR.
- establish whether alcohol or drug misuse is an underlying cause
- provide support and assistance, where appropriate and for a reasonable period, to staff who are dependent upon intoxicating substances to help their recovery
- take appropriate steps to ensure that staff reporting for duty who are or appear to be under the influence of alcohol or other substances are prevented from commencing work and for initiating testing arrangements as appropriate.
- instigate disciplinary measures where appropriate to do so.

## 8.5 **Employees Responsibilities**

### 8.5.1 Employees are required to:

- Take all reasonable steps to take care of their own health and safety and that of colleagues and service users
- Take personal responsibility for their own drug and alcohol use
- Report for work and remain throughout the working day in a fit and safe condition to undertake their duties ensuring that their performance at work and their judgment are never impaired by drugs and/or alcohol. In particular, employees must ensure that their consumption of alcohol or drugs does not threaten the safe performance of their duties and that their behaviour never puts themselves or others at risk
- Report concerns about a colleague being unfit for work due to drugs and/or alcohol to the appropriate line manager
- Take responsibility for themselves in seeking help and/or advice for an alcohol or drug problem and co-operating with support and assistance provided
- Inform their line manager or supervisor if they are taking prescribed or over-the-counter medication which may affect their health and safety whilst at work
- Co-operate with any support and assistance provided by the Council to address an alcohol or drug misuse problem.
- Attend Occupational Health appointments if referred and comply with the recommendations given. Failure to do so may result in disciplinary action.

### 8.5.2 Employees are not permitted to possess, store, trade or sell controlled drugs on Council premises or bring the Council into disrepute by engaging in such activities outside of work. The only exception in relation to possession is where an employee has a prescription for a controlled drug, however trading or sale of such prescription drugs is not permitted.

- 8.5.3 Employees should not, even with the best of motives, 'cover up' for, or collude with, a colleague with an alcohol or drug-related problem but instead should encourage the individual to seek help.
- 8.5.4 Where the individual concerned does not wish to come forward to seek help, and their colleague(s) genuinely suspect that the individual may be misusing drugs or alcohol, they have a responsibility to raise their concerns with the employee's line manager or Human Resources.
- 8.5.5 Concerns or suspicions regarding a member of staff being under influence or taking intoxicating substances can be reported through the whistleblowing policy.
- 8.5.6 Employees are strongly encouraged to seek help if they have concerns regarding their alcohol or drug consumption. It is recommended that they approach either their line manager or the Human Resources Team in the first instance so that the Council can arrange for the provision of appropriate support to help speedy rehabilitation, for example referral to the occupational health service, medical professionals, professional drug/alcohol treatment agencies.

## 9. Recognising the Symptoms

- 9.1 Because of the nature of the problem and the stigma attached, individuals often deny, even to themselves, that they have an alcohol or drugs problem and conceal it until their dependence is so far advanced they can no longer hide it. The earlier treatment begins the better, so early identification is important. This might be an individual self-referring or a colleague encouraging them to seek support or treatment either internally through Human Resources/Occupational Health or externally through a support organisation.
- 9.2 Signs of substance abuse are not always obvious and there is a need to ensure that they are not confused with other symptoms or conditions. Signs of drug and alcohol misuse that managers may look for include:
- Sudden mood changes, including irritability, lethargy, excitability, aggression
  - A tendency to become confused with possible hallucinations
  - Abnormal fluctuations in concentration and energy
  - Decline in work performance and productivity
  - Excessive tiredness
  - Frequent lateness and poor time-keeping
  - Increase in short term absences (particularly Monday and Fridays)
  - Obvious smell of drink during working hours or over a period of time
  - A deterioration in relationships with colleagues, management, customers or personal relationships at home
  - Excessive and regular lunch time drinking

- Signs of intoxication e.g. slurred speech, unsteady, bleary eyes, flushed face, hand tremors
- Poor personal hygiene
- Accident prone

These indicators do not prove conclusively that an employee has a drug and alcohol misuse problem; they may be a result of other illnesses or conditions.

- 9.3 Recognising the symptoms at an early stage is an important factor in assisting the employee to overcome the problem.

## 10. Procedure

- 10.1 Where an employee is found to be displaying the signs of drug or alcohol misuse, this should be discussed privately with the employee by their line manager or an alternative person where appropriate.
- 10.2 If there is a suspicion or a belief that an employee is under the influence of drugs and/or alcohol then testing may be carried out, with their consent. However a refusal would subsequently need to be taken into consideration with any investigation that takes place.
- 10.3 Where an employee admits to having a dependency problem which is having an effect on their work performance, conduct, attendance or working relationships, this will be considered as part of an investigation and any subsequent disciplinary hearing or other formal meeting.
- 10.4 The employee will be referred to Occupational Health and to enable the council to assist an employee with a dependency problem he/she will be expected to give permission for Occupational Health to contact their GP and enable access to any relevant medical information.
- 10.5 In cases where it is believed that the employee has a drug and or alcohol problem, the council may consider temporary redeployment to alternative duties depending on the role and duties they undertake.
- 10.6 Following effective treatment and providing the person remains in employment the council will endeavour to return the affected employee to the same role as previously if it has been necessary to temporarily redeploy the employee. If this is no longer possible, and medical advice indicates that permanent redeployment is appropriate the employee will be redeployed to a suitable alternative post (subject to availability) in line with the Council's redeployment procedure. If no alternative is available then dismissal will be considered. Pay protection will not apply.
- 10.7 Where an employee denies the existence of a drug and/or alcohol problem, refuses referral or treatment, does not fully engage with the recovery programme, or is not diagnosed as having an alcohol or drug problem, appropriate action in response to the

problem (e.g. conduct, performance, attendance) will be taken in line with the relevant council policy.

- 10.8 If an employee, after completing a course of treatment for a drug and/or alcohol related problem, suffers a relapse, the council is under no obligation to make provision for any further treatment and the employee may face action under the disciplinary or another procedure. Each case will be dealt with on its own merits.
- 10.9 If the employee needs to undertake treatment involving absence from work, such absence will be regarded in the same way as any other absence for medical treatment. Consideration will also be given to allowing special leave where appropriate.

## 11. Help and Support

- 11.1 The Council recognises that problem drinking and drug dependency are health problems which can respond to treatment given the will, co-operation and motivation of the employee and the appropriate level of support from specialist agencies.
- 11.2 The Council will refer for help any employee who has a drug or alcohol problem and who agrees to the referral and encourage those who feel they may have a problem to seek help and treatment voluntarily. Such problems may come to light in a variety of ways, including through general observation, testing, through managing attendance or performance or through a disciplinary process.

## 12. Drugs and/or Alcohol Testing

- 12.1 The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment and to ensure the health, safety and welfare at work of their employees as well as visitors, members of the public, contractors and clients on council premises or within the Borough.
- 12.2 The Road Traffic Act 1988 makes it an offence in law to drive whilst impaired through drugs and/or alcohol. It is also an offence to drive, attempt to drive or be in charge of a vehicle with a specified controlled drug in the body, in excess of a specified limit.
- 12.3 In order to comply with this duty of care the council will operate drug and alcohol testing in the circumstances set out below.
- 12.4 **Reasonable Cause of Suspicion**

In cases where there is a reasonable cause for suspicion of alcohol/drug misuse, the council may ask and obtain the consent of an employee to be tested. In these cases, any judgment must be based on evidence such as, but not limited to:

- Abnormal speech
- Smell of alcohol on the breath
- Behaviour that may be due to the effects of drugs/alcohol
- Allegation made by another person which is backed by reasonable evidence
- Reasonable grounds to suspect that the employee's act or omissions contributed to any accident or incident whilst at work or on their way to work.

## 12.5 **Testing for Alcohol**

The action level for alcohol consumption will be where any employee is found to be over the UK legal limit which is 35mg of alcohol per 100ml of breath. In the event that these limits are amended by legislation, the revised limits will apply.

- 12.5.1 There may be occasions where a limit lower than this is agreed in advance with an employee e.g. where an employee has admitted to alcohol dependency and as part of on-going support and/or treatment has agreed to abstain from alcohol completely.
- 12.5.2 Testing will be carried out by an external Drug/Alcohol testing Service in line with the process set out in Appendix D.

## 12.6 **Testing for Drugs**

The Council has a zero tolerance approach in relation to the use of any illegal drug as not only is the employee breaking the law but there is strong evidence that such use affects the user's ability to function safely.

- 12.6.1 A urine sample will be taken. The drugs which will be tested for are cannabis, heroin, cocaine, amphetamines, methamphetamine and benzodiazepines.
- 12.6.2 The council reserves the right to test for any type of substance that might harm performance at work.
- 12.6.3 Testing will be carried out by an external Drug/Alcohol testing Service in line with the process set out in Appendix D.

## 12.7 **Accident/Incident**

A manager may also request a drug and/or alcohol test to be undertaken on an employee who has had any involvement in a workplace accident or any incident which has caused or which may have caused a danger to health and safety.

- 12.7.1 Any employee found to be under the influence of drugs and/or alcohol following an incident or accident will be reported to the Police.

## 12.8 **Rehabilitation**

As part of the support and rehabilitation process employees may be required to undergo periodic screening or testing.

#### 12.9 **Refusal to take a test**

If an employee refuses to take part in testing, then it may be inferred that they believe the result will be positive. The manager should proceed in line with this policy if he/she has a genuine belief the person is unfit through alcohol or substance misuse. All of the circumstances of each case will be considered but it may be that the refusal will influence any future judgment as to whether the employee was unfit for work as a result of drug and / or alcohol consumption.

### 13. Confidentiality

13.1 The Council will treat issues relating to dependence on, or misuse of, alcohol or drugs in confidence, within the limits of what is practicable and within the law. In order to provide effective support and help, it may be necessary, for example, for information to be shared with others for example, the individual's Manager; occupational health and/or Human Resources, but this will be kept to a minimum.

13.2 All meetings held with the employee must be held in private, avoiding distractions. Managers must keep accurate records of meetings. The records of any employee who has suffered with a drug and alcohol misuse problem will remain confidential.

### 14. Conduct Outside of Work

14.1 It is not the council's intention to dictate how much an employee drinks outside of working hours. However it is important that employees consider the amount of time it takes for alcohol to exit their system.

14.2 How long it takes for drugs to clear from the system is dependent on a number of factors such as body fat and whether a user is occasional, regular or long term. NHS guidance states that one off users could get rid of cannabis within a few days whereas, for more regular users, it could take several weeks to leave their system. It is the employee's responsibility to ensure that drug and alcohol use does not impact on their work performance. Employees must not report for work whilst still under the influence of drugs and/or alcohol.

14.3 Employees should be mindful that drinking heavily or late the night before means there is still a high possibility of being above the legal limit for driving the following morning.

14.4 Where the individual is representing the Council, (for example attending an evening reception, seminar etc), they should bear in mind their responsibility to maintain a professional image and should behave accordingly.

- 14.5 Employees should note that if they are drinking or using drugs outside of working hours while wearing their uniform, ID badge or anything that would identify them as a Wyre Council employee, then this may, depending on the circumstances (for example if the council is brought into disrepute) become a disciplinary matter.

## 15. External Contractors

- 15.1 Whilst undertaking any work for the Council all contractors and agencies will ensure that their workers are fit to perform the task to which they have been assigned, and that they are not under the influence of drugs or alcohol.
- 15.2 If any such contractor/agency worker is considered by Council management to be under the influence of drugs or alcohol and behaving in a way that puts the health and safety of themselves or others at risk, they will be asked to leave the premises/site and the contractor/agency will be informed of the situation.

## 16. Breaches of the policy

- 16.1 The Council will, where appropriate to do so, adopt a constructive and supportive approach when dealing with employees who may be experiencing drug or alcohol dependency/addiction. This means that employees seeking assistance for an alcohol dependency or substance misuse problem will not have their employment terminated simply because of their dependence/addiction.
- 16.2 However, if performance, attendance or behaviour is unacceptable, despite any support and assistance that can be offered, ultimately dismissal may be unavoidable.
- 16.3 Notwithstanding the above, there will be circumstances where breaches of the policy, whether dependency-related or not, will be treated as a disciplinary matter and may result in the summary dismissal of the employee. Examples of issues that will be subject to disciplinary action, including the possibility of dismissal, are:
- deliberate disregard for personal safety and that of others associated with the use of intoxicating substances
  - unacceptable behaviour in the workplace associated with the use of intoxicating substances
  - being found incapable of performing normal duties satisfactorily and safely as a result of consuming alcohol or taking drugs
  - possession, consumption, dealing/trafficking, selling, storage of controlled drugs either on work premises or engaging in such activities outside of work
  - being disqualified from driving as a result of alcohol- or drug-related offences (employees required under their contract of employment to drive a vehicle regardless of whether it is a works vehicle or their own)

- making malicious or vexatious allegations that a colleague is misusing intoxicating substances.
- not complying with reasonable management instruction or Occupational Health recommendation.
- where support has been offered previously and they have failed to show commitment to rehabilitation or support mechanisms put in place.

This list is illustrative only and should not be regarded as exclusive or exhaustive. Any disciplinary action will be in all cases proportionate to the circumstances of the breach of the policy.

- 16.4 Where evidence warrants, the Council will inform the police of illegal drug use or any activity or behaviour over which there are concerns as to its legality. For example, it would be necessary to report criminal behaviour associated with alcohol abuse such as having a drink-driving accident in a work vehicle.

## 17. Equality Impact Assessment and Monitoring

- 17.1 The operation of this policy will be monitored for its impact on different staff groups in line with the Equality Act 2010. This will enable the Council to assess whether any differences have an adverse impact on a particular group, such that further action would be required.

## 18. Data Protection

- 18.1 In implementing this policy, the Council will ensure that any personal data relating to the application of this policy will be obtained, processed and destroyed in line with Data Protection requirements.

## APPENDIX A

### Definitions

**Intoxicating substance** – a substance that changes the way the user feels mentally or physically. It includes alcohol, illegal drugs, legal drugs, prescription medicines (for example tranquillisers, anti-depressants, over-the-counter medicines), solvents, glue, lighter fuel.

**Controlled drugs** – these are drugs covered by the Misuse of Drugs Act 1971. They include both drugs with no current medical uses as well as medicinal drugs that are prone to misuse. All are considered likely to result in substantial harm to individuals and society.

**Harmful/problematic use or misuse** – use of an intoxicating substance or substances that harms health, physical, psychological, social or work performance but without dependency being present

**Dependency** – a compulsion to keep taking an intoxicating substance either to avoid effects of withdrawal (physical dependence) or to meet a need for stimulation or tranquillising effects or pleasure (psychological dependence).

**Addiction** – a state of periodic or chronic intoxication produced by the repeated intake of an intoxicating substance. This means that a dependency has developed to such an extent that it has serious detrimental effects on the user and often their family as well, and the individual has great difficulty discontinuing their use. The substance has taken over their life.

## APPENDIX B

### Possible indicators of alcohol or drug misuse

Alcohol and drug misuse impairs judgement, concentration and co-ordination amongst other problems. The following are signs of possible alcohol or drug misuse. **It is important to note that these can also be caused by other factors, such as stress, physical illness, mental health problems or the effects of prescription drugs; each case should be considered on its merits and you should not automatically assume that drugs or alcohol are the cause. If you have any concerns about an employee who shows some of these signs, you should raise the matter with HR Employee Relations.**

- Erratic performance
- Unusual irritability or aggression
- Dilated pupils
- Hand tremor
- Increased incidents of accidents or near misses
- Overconfidence
- Inappropriate behaviour
- Sudden mood changes from extreme happiness to severe depression
- Reduced response times
- A tendency to become confused
- Reduced productivity
- Absenteeism
- Poor time-keeping
- Indiscipline
- Reduced concern for personal appearance
- Deterioration in relationship with colleagues, customers or managers
- Dishonesty and theft
- Financial irregularities

## APPENDIX C

### Agencies and support mechanisms

- **Employee Assistance Programme – PAM Assist** 0800 882 4102
- **Alcoholics Anonymous:** 0845 769 75555 - the largest self-help group for people who acknowledge they cannot handle alcohol, and want a new way of life without it, the service is free.
- **Alcohol Concern** has a website ([www.howsyourdrink.org.uk](http://www.howsyourdrink.org.uk)). It is for people worried about their alcohol consumption. The website enables people to assess their alcohol consumption, along with recommended courses of action, such as contacting treatment centres or online interventions.
- **Drinkline:** 0800 917 8282 – a government funded free service. Can provide advice to the drinker or anybody concerned about the drinker. Has a database of local support and treatment services that can help the drinker. Website ([www.Drinkaware.co.uk](http://www.Drinkaware.co.uk))
- **Drugline Lancashire:** 01772 825492 - a comprehensive substance use and support service [www.druglinelancs.co.uk](http://www.druglinelancs.co.uk)
- **Employee's General Practitioner**
- **Addaction** – offering help to those affected by drug and alcohol problems. Local support from Moving Forward Service: 01253 752100, 49-55 Cookson Street, Blackpool FY1 3DR.
- **FRANK:** is a confidential, anonymous, discreet and well informed friend ready to offer advice, information and support on drugs issues. FRANK is available by phone: (0800 77 66 00) on the web: ([www.talktofrank.com](http://www.talktofrank.com)) or by e-mail: ([frank@talktofrank.com](mailto:frank@talktofrank.com)). You can talk to FRANK in 120 languages and you can text FRANK on (0800 917 8765).
- **Narcotics Anonymous:** 0845 373 3366 – the largest self help group for people who want to stop using drugs, services are free. Website ([www.narcoticsanonymous](http://www.narcoticsanonymous))
- **Cocaine Anonymous:** 0800 612 0225, open 10am to 10pm – a national self help group specifically for cocaine users. Website ([www.cocaineanonymous](http://www.cocaineanonymous))
- **Adfam National:** 020 7553 7640 – the largest non-statutory organisation that works with and on behalf of families affected by drug and alcohol problems. Helpful for the family of the alcohol or drug user. Website ([www.adfam.org.uk](http://www.adfam.org.uk) )
- **Samaritans:** 08457 90 90 90 or email [jo@samaritans.org](mailto:jo@samaritans.org)
- **The FYI Directory:** ([www.fyidirectory.co.uk/kb5/blackpool/directory/home.page](http://www.fyidirectory.co.uk/kb5/blackpool/directory/home.page).) gives advice on drug and alcohol addiction and also provides information on various support groups in the Blackpool, Fylde and Wyre areas.

## **APPENDIX D**

### **Drug and Alcohol Testing**

The Council will use the services of People Asset Management for the collection of and testing of breath and urine samples for alcohol and drug testing.

Where it is believed that there is just cause for testing the following process will be followed:

- The Manager/supervisor will contact the dedicated call centre which is open 24 hours a day, 365 days per year.
- The call centre operative will arrange for a collector to attend to carry out the test.
- The collector will arrive on site within two hours of the call.
- The collector will firstly collect a breath sample to test for alcohol
- The collector will then collect a urine sample which is carried out using a point of care kit which gives a result in five minutes.
- If the result is negative the collector would conclude the test and return the donor to their manager.
- If the result of the urine drug sample is non-negative the collector will implement a chain of custody collection and package the sample for analysis at a UKAS approved laboratory.
- The sample would then be analysed for the non-negative drug group and a certificate would be issued following the confirmation analysis stating either positive or negative.

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