

## POLICY 12: ALCOHOL, DRUGS AND SUBSTANCE MISUSE

The Council is committed to the health and well-being of employees and the inappropriate use of alcohol or substances can have a negative impact on both. At work, alcohol, drugs or substance misuse can result in reduced levels of attendance, impaired work performance and increased risks to health and safety. The effects of alcohol, drugs or substances use may also be detrimental to the Council's reputation and image and its ability to deliver high quality services.

The main principles of this policy are:

- To maintain a safe, healthy and productive workplace
- The Council does not condone alcohol, drugs or substance abuse
- The Council will offer help and support to any employee with an alcohol, drug or substance misuse problem, as far as reasonably practicable
- The Council will not tolerate:
  - The misuse of substances, including alcohol or drugs, on Council premises
  - Intoxication at work through the misuse of alcohol, drugs or substances taken elsewhere
  - Supply, production or storage of illegal drugs on the premises

### Substance Testing

Random drug and alcohol testing is not part of this policy.

Any employee may be required to undergo 'for cause' testing where an incident or accident at work occurs, or there is evidence of abnormal or unacceptable behaviour, and alcohol, drugs or substances are suspected to be involved.

Alcohol self-testing will be made available to certain groups of staff where capability is critical to the safety of themselves and others. Anyone who undertakes a self- test that indicates they are intoxicated may stand down from their duties without pay.

Testing forms one part of a capability or conduct investigation in line with the disciplinary procedure, where on reasonable grounds it may be suspected that substance abuse is involved, and confirmation of this is needed to identify the appropriate action.

### Responsibilities

Managers have a responsibility to act promptly where there are reasonable grounds to believe that an employee is not complying with the principals of this policy.

Employees have a responsibility to ensure they comply with the principles of this policy. They are expected to present a professional, courteous and efficient image to those with whom they come into contact at all times. They therefore have a personal responsibility to adopt a responsible attitude towards the consumption of alcohol, drugs and other substances to which this policy relates.