

# SUBSTANCE MISUSE POLICY

Date Created	01/11/17
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## 1. SCOPE

EasTec UK Ltd recognises that drug, alcohol and substance misuse are growing social and medical problems, which can lead to accidents, reduced efficiency, poor decision making and lost productivity. In order to address these issues, EasTec UK Ltd is committed to having procedures which:

- Minimise drugs, alcohol and substance misuse related problems in the workplace or training course through promoting a sensible attitude to alcohol and a greater awareness of the risks of taking other drugs
- Offer support and advice for individuals experiencing difficulties related to alcohol or drug use

## 2. RESPONSIBILITIES

Employees, learners and those working on behalf of EasTec UK Ltd have a responsibility to ensure that they are capable of carrying out their duties and learning outcomes efficiently and safely. The consumption of alcohol and/or the misuse of substances can impair performance, judgement and concentration. It can endanger the safety others. It can also damage the reputation of EasTec UK Ltd.

## 3. DEFINITIONS

For the purpose of the policy, alcohol dependence is defined as: "The habitual drinking of intoxicating liquor, whereby the individual's ability to perform is impaired or his/her or he/she endangers the safety of others".

Drug dependence is defined as: "The habitual taking of drugs by an individual other than drugs prescribed as medication, whereby the individual's ability to perform his/her duties is impaired, or he/she endangers the safety of others".

Many prescribed and over-the-counter medications can impair performance. Individuals have a responsibility for reading medicine advice given / supplied with their medicines and seeking medical advice where appropriate.

## 4. POLICY

EasTec UK Ltd policy is that during working hours or on a training course individuals must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of themselves and others, for those reasons, the following rules will be strictly enforced. No individual shall:

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- Report to work or a training course when unfit\* due to alcohol or drugs (whether illegal or not) or to substance abuse
- Be in possession of alcohol or illegal drugs in the workplace or a training course
- Supply others with illegal drugs in the workplace or training course
- Consume alcohol or illegal drugs or abuse any substance whilst at work or on a training course

## 5. SUBSTANCE MISUSE INDICATORS

Listed below are a number of substance misuse indicators. It is essential to note that these indicators could equally apply to other illnesses or stress. It is important to thoroughly examine each situation before acting.

### Possible indicators of misuse

- Patterns of depression or fatigue (often after the weekend)
- Absenteeism – short term / frequent patterns
- Poor timekeeping
- Erratic performance
- Lack of discipline
- Unusual irritability or aggression culminating in harassment
- Over-confidence
- Sudden mood swings
- Inappropriate behaviour
- Reduced response times
- Becoming easily confused
- Reduced productivity
- Aggression
- Smelling of alcohol
- Hand tremors, slurred speech, facial flushing, bleary eyes, poor personal care and hygiene

## 6. PROCESS

The following provides a process for dealing with individuals who are affected by drug, alcohol or substance misuse?

- Facts / evidence must be gathered in preparation for a meeting with the individual being affected by drug, alcohol or substance misuse

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- Meeting with the individual to discuss facts, dates, issues
- The meeting determines whether the individual admits to having a problem with substance misuse
- EasTec UK Ltd decides appropriate action (this may be in consultation with an instructor or assessor if relating to a training course)
- Urge individual to seek help if they have a drug, alcohol or other substance misuse related problem

When an individual has been identified for substance misuse it is important to:

- Clearly explain the action required of the individual – this could be the removal from a training course in relation to a learner
- Offer support and, where appropriate, access to counselling or treatment
- Realistic timescales and outcomes to be agreed
- Clearly explain that failure to follow the agreed supportive programme is likely to result in disciplinary action
- Report any incidents to Awarding Organisations or accrediting bodies where it affects the accreditation or certification of their product.

## 7. WHERE TO SEEK HELP AND GUIDANCE

There are a number of external websites or organisations that can help anyone who needs help with a drugs or alcohol problem.

**ADFAM** offers information to families of drug and alcohol users [www.adfam.org.uk](http://www.adfam.org.uk)

**Alcoholics Anonymous** Advice and Counselling on Alcohol and Drugs [www.acad.org.uk](http://www.acad.org.uk)

**Alcohol Concern** works to reduce the incidence and costs of alcohol-related harm [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

**Drinkaware** independent charity that promotes responsible drinking through innovative ways to challenge the national drinking culture, helping reduce alcohol misuse and minimise alcohol related harm. [www.drinkaware.co.uk/](http://www.drinkaware.co.uk/)

**Drinkline** - A free and confidential helpline for anyone who is concerned about their own or someone else's drinking.

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**Drug Education Forum** – this website contains a number of useful papers and briefing sheets for use by practitioners: [www.drugeducationforum.com](http://www.drugeducationforum.com)

**DrugScope** is a centre of expertise on illegal drugs [www.drugscope.org.uk](http://www.drugscope.org.uk)

**FRANK** is the national drugs awareness campaign aiming to raise awareness amongst young people of the risks of illegal drugs [www.talktofrank.com](http://www.talktofrank.com)

**Mentor UK** is a non-government organisation with a focus on protecting the health and wellbeing of children and young people to reduce the damage that drugs can do to their lives. [www.mentoruk.org.uk](http://www.mentoruk.org.uk)

**NHS** (Information and advice from the National Health Service) [www.nhs.uk](http://www.nhs.uk)

**Re-Solv** (Society for the Prevention of Solvent and Volatile Substance Abuse) [www.re-solv.org](http://www.re-solv.org)

**The Skills for Life project** supports young people with drug misusing parents. [www.addaction.org.uk](http://www.addaction.org.uk)