

NORTHERN IRELAND

DRUGS AND ALCOHOL CAMPAIGN

WORKPLACE DRUGS AND ALCOHOL POLICIES

This booklet is an integral part of the Workplace Resource Pack on Drugs and Alcohol which has been developed as part of the Northern Ireland Drugs and Alcohol Campaign. The Pack also includes Guidelines on Developing and Implementing Workplace Drugs and Alcohol Policies, and an Information Booklet For Workers.

**EXAMPLE OF
A MODEL POLICY**

A Model Policy

The style and complexity of your policy will depend on many factors including the size of the organisation, the nature of the work activities, and the format of other procedures and issues specific to your business or employees. You will need to consider if you wish to have separate drug and alcohol policies or a combined policy. It may be appropriate to merge this policy with other relevant policies e.g. health and safety or personnel policies. This model is for guidance only and must be amended as appropriate.

Example Of A Model Policy

Raising Awareness Early Recognition Support

General Statement

This organisation aims as a business to act as a good employer and to conduct its business activities in a way which will achieve the highest possible standard of health and safety for its employees, visitors and members of the public.

Aims

The Workplace Drugs and Alcohol Policy aims to contribute to a safe, healthy and productive work environment by:

- Preventing drugs and alcohol problems through awareness raising;
- Identifying problems at the earliest stage;
- Offering support to those who have a problem.

The policy has been developed in conjunction with our employees, their representatives and management and applies equally to all staff including all levels of management.

The organisation has set the following objectives:

Signed by

Name

(Employer)

Date

Review date

Employees' Representatives:

Objectives should be specific, measurable, relevant, achievable and time bound. Examples such as numbers of training courses and the numbers of staff aware of the policy could be considered.

It is recommended that this policy is regularly reviewed.

Example Of A Model Policy

Raising Awareness Early Recognition Support

Your name must be inserted. As the employer you have overall responsibility for implementing the policy.

If you are not always there, or do not have time to manage on a day to day basis you can delegate this role to someone else

You may delegate functions to people within your organisations. You should include their specific responsibilities in their job description. It is important that responsibilities are clearly set out.

Responsibilities

1. Overall responsibility for implementing the policy is that of:

Chief Executive/Managing Director/Employer

2. Day-to-day responsibility for ensuring implementation of the policy is delegated to:

General Manger/Departmental Managers/Supervisors

3. To ensure the policy can be implemented, the following people have responsibility in the following areas:

E.g. awareness training for employees and management, liaison with outside organisations.

4. All employees have to co-operate with supervisors and management on health and safety matters, to ensure the implementation of this policy.

Example Of A Model Policy

Definition

Drugs and alcohol problems in the context of this policy are defined as those which incorporate a variety of behaviours caused by drugs or alcohol which may be problematic to the individual and/or to the organisation for which the individual works.

The Rules

Safeguards

State how the organisation expects employees to behave to ensure that neither drugs nor alcohol affect their work. You should take account of staff whose jobs are safety critical.

State the safeguards e.g.

- Absence for treatment and rehabilitation will be regarded as normal sickness-absence;
- The normal conditions during periods of absence will apply;
- It is recognised that relapses may occur;
- The policy will be monitored and reviewed regularly in consultation with workplace representatives;
- Strict confidentiality is assured.

Raising Awareness Early Recognition Support

Example Of A Model Policy

Procedures

- The policy applies across the organisation at all levels;
- Procedures will ensure that all employees are aware of the drugs and alcohol policy, its aims and safeguards;
- Employees can request help voluntarily, through peers and management;
- When an issue is brought forward the matter will be discussed with

(key personnel)

- The employee can bring an appropriate representative for example, a trusted colleague or a Trade Union member to this discussion for support;
- At all such discussions employees will be told about the scope of the policy;
- If a problem is identified, help will be offered and employees advised of their rights;
- The employee will be advised of the consequences if help is refused or relapse occurs.

Disciplinary procedures are likely to be invoked in the following circumstances¹

You can refer to the guidelines and to the Appendix for further information on disciplinary procedures.

¹The Code of Practice on Disciplinary and Grievance Procedures. Labour Relations Agency 2002.

Example Of A Model Policy

Prescription Drugs, Over the Counter Preparations and Volatile Substances

Workplace Testing for Drugs and Alcohol

If workplace drug and alcohol testing forms part of your policy, the rationale, safeguards and procedures should be stated below:

All employees are encouraged to notify the organisation if they take prescription drugs and over the counter preparations which could affect performance and create a safety risk. State how they notify the organisation. If the company uses volatile substances reference can be made here to the relevant risk assessments and controls.

You can refer to the guidelines and to the Appendix for further information on Workplace Testing.

Example Of A Model Policy

Raising Awareness Early Recognition Support

You will need to decide what information should be made available and the means of bringing this to your employees' attention.

Information

Information on the policy and on the effects of drugs and alcohol is held by:

Help

The arrangements for help and support are as follows:

Confidentiality

All discussions with an employee in connection with drugs or alcohol will be strictly confidential. This will also be the case with counselling or other treatment which the employee undertakes. While appropriate personnel records will be kept, it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.