

Deafblind Scotland vision – “A society in which deafblind people have the permanent support and recognition necessary to be equal citizens”



Deafblind Scotland Policy on Alcohol & Substance Misuse

What do we mean by alcohol or substance misuse?

Alcohol Misuse is defined as a level of drinking which either persistently affects an employee's work or affects it on a one-off or occasional basis.

Substance Misuse refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Policy Statement

Deafblind Scotland recognises that alcohol and substance misuse problems can have a detrimental effect on work performance and behaviour and Deafblind Scotland has a responsibility to ensure that this risk is minimised.

All employees are required to present themselves for work, free of any undue influence of alcohol or other substances.

Alcohol misuse

In general employees are expressly forbidden to consume alcohol when at work or to bring alcohol onto the organisations premises except for agreed special occasions.

Lunchtime drinking is prohibited, signs of intoxication whilst at work could result in disciplinary action being taken.

Employees should recognise that the effects of excessive drinking outside of work can impact on performance during working hours and this may constitute a reason for disciplinary action.

Substance Misuse

Employees who take drugs for non medical purposes or are under the influence of such drugs, during working hours or on organisation premises will be committing an act of gross misconduct and will render themselves likely to be summarily dismissed, as will any employee believed to be in possession of, or buying or selling drugs during working hours or on organisation premises. The police will be informed of anyone in possession of illegal drugs.

Support

Deafblind Scotland will seek to deal with problems related to alcohol and substance misuse in a supportive way. Employees who feel they have a problem are encouraged to come forward for confidential help. They should speak in confidence in the first instance with their line manager.

Where to seek help

- AA (Alcoholics Anonymous) National Help Line – 0845 769 7555
- Drinkline (national alcohol help line) – 0800 917 8282
- www.alcohol-focus-scotland.org.uk
Address: Glasgow Council on Alcohol
7th Floor
Newton House
457 Sauchiehall Street
Glasgow. G2 3LG
- National Drugs Helpline – 0800 776 600
- Know the Score – 0800 587 587 9
www.knowthescore.info

These are suggestions, most of who will be able to advise on services within local areas.

Alteration of this policy

This policy will be subject to review, revision, change updating, alteration and replacement in order to introduce new policies from time to time to reflect the changing needs of the business and to comply with legislation. Any alterations will be communicated to you by your line manager.