

# Substance Misuse Policy

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# Lincolnshire Community Health Services NHS Trust

## Substance Misuse Policy

### Version Control Sheet

Version	Section/ Para/ Appendix	Version/Description of Amendments	Date	Author/Amended by
1		To be archived	February 2008	S Manning
2	1.10	Added in about possession or dealing of drugs at work will be reported to the Police.	February 2010	C Chapman
2.1		Minor amendments to titles and references to "drink" changed to alcohol.	May 2010	S Manning
2.2	Whole Document	Policy realigned following implementation of Transforming Community Services agenda and the new legal entity	22 March 2011	Rachael Ellis-Ingamells
	Whole Document	Policy reviewed and agreed at Policy group	2 <sup>nd</sup> April 2012	Rachael Ellis-Ingamells
3	Whole Document	Policy reviewed and updated	October 2014	Melanie O'Brien
4	Whole document	Policy reviewed and updated	August 2016	Lyndsey Clapham
5	Whole document	Full review	August 2018	Rachael Potter
5.1	Entire document	This document has been checked by the policy owner who has confirmed that it is fit for use and that it will be fully reviewed and updated as appropriate before the end of the extension period granted by LCHS Trust Board on 12/1/2021	January 2021	Corporate Governance Team
5.2	Minor amendments	Updated BUPA contact information to new EAP provider Health Assured	February 2021	Vicky Cobb

## Lincolnshire Community Health Services NHS Trust

### Substance Misuse Policy

#### Policy Statement

<b>Background</b>	Lincolnshire Community Health Services NHS Trust (LCHS) recognises that substance misuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from their employer. The consumption of alcohol or illicit substances can pose a risk to the individual, work colleagues, visitors, clients and patients and is unacceptable in the context of consuming alcohol or misusing substances either before or during work.
<b>Statement</b>	The organisation will undertake to refer any employee who presents with substance misuse problems for specialist assistance and support through the Occupational Health Service. Through this policy the main aim of the organisation will be to both assist a member of staff in obtaining specialist help, and to protect their employment. Strict confidentiality will be maintained throughout this process.
<b>Responsibility of Managers</b>	A manager who suspects a member of staff has an alcohol or substance misuse problem is expected to follow the guidance within this policy
<b>Responsibility of Employees</b>	Members of staff with an alcohol or substance misuse problem are encouraged to seek help voluntarily before their job performance is adversely affected. Alternately, advice may be sought from a Trade Union or a representative from a Professional Organisation.
<b>Dissemination</b>	Website
<b>Resource Implication</b>	This policy may incur costs when helping people with problems but these will be offset by the potential retention of skills and knowledge, as well as maintaining the organisation's reputation as a caring employer
<b>Equality and Diversity</b>	This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer responsibilities, pregnancy or maternity, social status or trade union membership.

# **Lincolnshire Community Health Services NHS Trust Substance Misuse Policy**

## **1. Introduction**

We expect that employees will not consume alcohol or illicit substances either before or during work; however we recognise that there are times when an employee will need support to address alcohol or illicit substance problems. The purpose of this policy is to provide information on what support is available to those employees who are having issues with either alcohol or illicit substances and how any potential risks or issues that are affecting an employees' work performance and/ or behaviour would be managed.

## **2. Recognition of Possible Substance Misuse**

Managers may recognise a potential substance misuse issue through one or more of the following:

- unpunctuality, patterns of short term absence, slower work rate, deterioration in standard of dress, slower reactions, increasing inaccuracy/errors, memory loss, slurred speech, breath odour, mood changes, depression and/or poor co-operation with colleagues.

## **3. How can we support**

Once a substance misuse issue has been identified then the line manager should be meeting with the employee to discuss what support can be offered and any wellbeing concerns. Managers should encourage employees to seek help for themselves and access voluntary services. Please see Appendix 1 for details of organisations that can assist; employees can also access Health Assured our EAP provider. Managers can refer the employee to Occupational Health for specialist advice and guidance on any workplace adjustments, treatment recommendations and any other ongoing support.

It is expected that there are ongoing wellbeing conversations between the manager and employee in order to continue supporting the employee during any treatment plans or any assistance they are accessing. As part of the discussions managers must give consideration to whether or not the employee is fit to continue attending work and if not then the normal attendance procedures and support should be followed.

## **4. Work Performance and Conduct Issues**

The misuse of alcohol, drug or other illicit substances can negatively impact on an employee's standard of work performance and/or behaviour and in these cases the manager must make the employee aware of the impacts whilst also offering the required support.

Any capability issues arising from substance misuse should be dealt in line with the Your Performance Matters Policy and where substance misuse is affecting the employees' behaviour then the Your Behaviour Matters Policy (Disciplinary Policy and Procedure) will apply and managers must refer to this policy for guidance on

the investigation process.

In any cases of substance misuse managers must give consideration to any support/ adjustments that will assist the employee meet the required levels of performance and behaviour and this can be provided alongside the formal processes. It is important to note that these issues could result in dismissals on the grounds of incapability or misconduct.

If there are any serious incidences or safeguarding issues raised as a result of a substance misuse issue then the Incident Reporting Policy and the Safeguarding Adults or Safeguarding Children Policy should be followed.

## **Appendix 1**

### **Useful Contacts relating to Substance Misuse**

#### **Occupational Health**

Boston 01205 445315  
Grantham 01476 464228  
Lincoln 01522 573597

#### **Health Assured**

0800 028 0199  
Further information can be found on the staff intranet

#### **Drinkline**

(free confidential helpline for people concerned about their drinking, or someone else's)  
Helpline 0300 123 1110

#### **Alcoholics Anonymous**

PO BOX 1  
10 Toft Green  
York  
YO1 7NJ  
National Helpline 0845 7697555 (usually 24 hours)  
Or telephone 01904 644 026 9.00 – 5.00

#### **A1-Anon** (for families of problem drinkers)

57B Great Suffolk Street  
London  
SE1 0BB  
Tel: 0207 403 0888 (confidential helpline 10am – 10pm)  
Enquiries@al-anonuk.org.uk

#### **Alcohol Concern**

Suite B5  
West Wing  
New City Cloisters  
196 Old Street  
London EC1V 9FR

Tel: 0207 566 9800

#### **Addaction**

24/7 Referral line countywide - 0808 1311113

#### **Talk to Frank**

[www.talktofrank.com](http://www.talktofrank.com)

#### **ADFAM**

Family support services for families of alcohol and drug users  
[www.adfam.org.uk](http://www.adfam.org.uk)  
Tel 020 7553 7640