**Introduction**

We are committed to providing a safe and positive working environment for our community and to promoting the health, safety, and wellbeing of all our colleagues. We recognise that this can be put at risk by colleagues who misuse alcohol, and/or substances to such an extent that it affects their health, work performance, behaviour, or relationships at work. We acknowledge that colleagues may use or misuse alcohol and/or substances and we will adopt a supportive and constructive approach to support colleagues at an early stage where problems are starting to occur or when dealing with colleagues who may be experiencing alcohol, and/or substance dependencies.

We don’t consider it acceptable for colleagues to be impaired by alcohol and/or substances during their working day or whilst carrying out their duties and our expectation is that colleagues will not report for work while under the influence of alcohol and/or substances.

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| **Table of Contents**  **Please note:** | 1. Purpose………………………………………………………….……. p.02 2. Scope ……………………………………………………….……........ p.02 3. Definition of alcohol and substance misuse …………. p.02 4. Supporting colleagues ………………………………………... p.03 5. Colleague responsibilities/ Conduct at work ………..p.04 6. Breach of Policy ………..………………………………………… p.04 7. Authorised Consumption of Alcohol ……………………. p.05 8. Prescribed Medication ………………………………………… p.06   **Appendices**   * Appendix 1 – Sources of Support………………….……….. p.07   The policy does not form part of your contract of employment and may be subject to change. |

1. **Purpose**

The purpose of the policy is to:

* Maintain a safe working environment.
* Raise awareness of alcohol and substance misuse.
* Encourage colleagues who suspect or know they have a problem with alcohol, and/or substances to seek help and treat them with sensitivity and confidentiality.
* To set out our procedures and guidelines on alcohol and substance abuse.

**2. Scope**

This policy applies to anyone working for Edinburgh Napier University including colleagues, contractors, volunteers, interns, secondees and apprentices.

This policy relates to colleagues during working hours when undertaking activities on behalf of the University or attending University-related social events.

Students, conference delegates and members of the public using the University facilities are not within the scope of this policy.

1. **Definition of alcohol and substance misuse**

* Alcohol misuse is where the consumption of alcohol leads to deterioration in an individual’s health, conduct, attendance, or work performance.
* Substance misuse refers to any use of illegal substances and the misuse of prescribed drugs whether deliberate or unintentional. Substance misuse can have legal and safety implications, affect our reputation and consumption can cause an individual’s health, conduct, attendance, or work performance to deteriorate.
* Volatile substance abuse refers to inhalation of substances which contain Butane or Propane gas, trichloroethylene, and tetrachloroethylene. These substances (or others which have similar effects) are found in gas refills, lighters, aerosols, paint thinners etc.
* Continued or repeated behaviour in relation to alcohol or substance misuse may be because of dependency. Early warning signs of alcohol, and/or substance misuse can include unexplained or frequent absences; a change in behaviour e.g., persistent lateness, deterioration in appearance and work relationships etc or behaving in an aggressive or reckless way or sudden changes in mood; and unexplained dips in productivity, performance or conduct issues.

1. **Supporting Colleagues**

We are committed to creating a culture in the workplace which supports colleagues to have a healthy lifestyle and we are committed to supporting colleagues at the earliest opportunity who have problems or are dependent on alcohol, and/or substances. Sources of support are detailed in Appendix 1.

If you think you may have an alcohol, and/or substance problem, we urge you to speak to your manager and be as open as possible so that they can help signpost you to get the help you need. You can also refer to [Health and Wellbeing](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/I-need-support---Scenarios.aspx)  or contact the [People Team](mailto:employeerelations).

Managers should seek guidance from the People Team if a colleague informs them, they have a problem or if their behaviour, performance, or absence indicates a possible problem or they are under the influence of alcohol, and/or substance misuse.

If you believe that another colleague is dependent on alcohol, or substances encourage them to seek help. Where this is not possible or where the colleague refuses to accept that there is an issue, you may wish to share your concerns in confidence with your manager or a member of the People Team.

If we believe that a colleague is dependent on alcohol or substances, they may be referred to Occupational Health for assessment so that they can advise on the type of support or treatment plan that may be appropriate.

Reasonable periods of absence for treatment for alcohol or substance dependence will be treated in accordance with usual policies on Attendance Management and time off for medical and/or counselling appointments.

In some cases, a colleague who has successfully recovered from a dependency on alcohol or substances may become unable to continue working in a particular environment due to possible relapse. In such cases and wherever possible a suitable alternative post may be sought.

Colleagues who seek treatment and rehabilitation for alcohol, and substance related problems should not be discriminated against and should continue to be eligible for all available opportunities, development etc. Where colleagues are engaged in a rehabilitation programme, they will be supported provided they are complying positively and in compliance with that rehabilitation programme.

Cases involving alcohol or substance misuse will be dealt with in the strictest confidence. Care will be taken to ensure that the confidential nature of personal records of colleagues with alcohol, drug or substance related problems is kept.

1. **Colleague Responsibilities/Conduct at Work**

We have a duty to ensure a safe working environment and not to expose anyone to any unnecessary risk and all colleagues are expected to conduct themselves in a professional manner.

Whilst we have an interest in the wellbeing of all our colleagues, what you do in your private life is generally outside the scope of this Policy unless it affects your work, interferes with the legitimate activities of the University, brings the University into disrepute, or risks your safety or that of others.

Whilst at work, it is strictly prohibited to:

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| * Work, or report for work, while under the influence of alcohol and/or substances. * Drink alcoholor take drugs (including prescription medication) that are likely to render you unfit or unsafe for work during any period that you are working. * Supply others with alcohol and/or substances during working hours or in the workplace. * Store open containers of alcohol or prohibited substances at the workplace such as in lockers and desk drawers. * Smell of alcohol, and/or substances at work. * Be over the legal drink-drive alcohol limit. This includes if you have previously consumed large amounts of alcohol and it still being in your blood stream and to understand what are the [legal limits for driving after consuming alcohol.](https://www.rac.co.uk/drive/advice/legal/drink-drive-limits-everything-you-need-to-know/)   Except for the circumstances outlined in Section 7 below, breach of any of the above listed, by any colleague, will automatically result in a formal investigation being initiated.   1. **Breach of Policy**   If there is a suspicion that you are unfit or unsafe to undertake your work because you are under the influence of alcohol, and/or substances, you may be suspended from your duties until the matter is investigated in line with the Disciplinary Policy.  If alcohol, and/or substance addiction are found to be a factor, this will be considered but will not exempt colleagues from the consequences of misconduct, poor performance or absence. Each case will be considered on its individual merits and support given (wherever it is reasonable and appropriate to do so) such as suspending the action for an appropriate period to allow colleagues to seek treatment and support, such as attendance at a rehabilitation programme, counselling, or other intervention.  If, because of alcohol, and/or substance dependency, you behave or undertake your work in such a way as to endanger the health and safety of yourself or of others, prompt corrective action will be taken to prevent risk to self and others. In such situations, although the alcohol or substance dependency will be considered, you may still be sanctioned in relation to any consequential behaviour where there are health and safety risks.  Where colleagues refuse help or treatment is unreasonably discontinued or where there is no improvement in behaviour and/or work performance, disciplinary procedures may be resumed and/or initiated and in some cases dismissal may be unavoidable.  Where evidence warrants, the police will be informed of illegal drug use or any activity or behaviour over which there are concerns as to its legality, such as having a drink-driving accident in a work vehicle or being in possession or supplying illegal substances.   1. **Authorised Consumption of Alcohol**   **Managers/organisers of events**  The Senior Leadership Team may authorise, at their discretion, alcohol consumption for social events.  The organiser/host of the event should ensure that there is alcohol free/low-alcohol alternatives; and appropriate glassware and measures are served; and food options.  The Senior Leadership Team member or delegate will have the responsibility for supervising the event and it is recommended that they refrain from drinking alcohol to ensure duty of care for colleagues is maintained.  Organisers of events should be respectful and sensitive towards those who refrain from drinking alcohol, who may have or had dependencies on alcohol or substances and to those from cultures where alcohol is prohibited.  **Work-related social events**  Colleagues/contractors may moderately drink alcohol at work-related social events including entertaining external representatives.  Colleagues should always be aware that they are representing the University during any work-related social event or while entertaining stakeholders and should drink in moderation. The provision of free alcoholic drinks is not considered a reason to drink excessively and we recommend everybody sticks to the weekly alcohol unit intake [guidance](https://www.nhs.uk/live-well/alcohol-advice/calculating-alcohol-units/).  Colleagues should refrain from driving if drinking alcohol. Scotland’s current drink driving limit can be found [here](https://www.gov.uk/drink-drive-limit). This also applies to Scotland’s illegal drugs and the conditions for prescription drugs use whilst driving (please see further limits by Scottish Government [here](https://www.mygov.scot/illegal-drugs-driving-scotland)).   1. **Prescribed Medication**   It should be recognised that both prescribed and over-the-counter medicines may cause impairment to your performance at work. In these cases, you must inform your manager.  Colleagues should seek advice from their General Practitioner (GP) or pharmacist on any medicines they are taking and do not exceed the recommended dose. |

**Appendix 1 - Sources of support**

Colleagues should have access to the advice and services of professional support in alcohol, and/or substance misuse related problems. Contact can be made confidentiallywith:

* Your Doctor/GP, who has a main duty of care.
* A confidential self-referral to the employee assistance programme. Further information can be found on [the intranet](http://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Employee%20Assistance%20Programme.aspx).
* Colleagues should also feel able to talk to their manager about any problem they have.
* ENU’s Health and Wellbeing [programme](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/healthandwellbeing.aspx).

# **Community networks**

* [Alcoholics Anonymous](https://aa-edinburgh.org.uk/)
* [West Lothian Drug & Alcohol Service](https://www.wldas.com/)
* [ELCA (Edinburgh & Lothians Council on Alcohol](https://www.edinburghadp.co.uk/services/elca-counselling-service/)
* [Crew](https://www.crew.scot/)
* [Al Anon (10.00am – 10.00pm)](https://al-anonuk.org.uk/)
* [North Edinburgh Drug and Alcohol Advice Centre](https://www.nedac.co.uk/)
* [Samaritans](https://www.samaritans.org/?nation=scotland)
* [Edinburgh Drug and Alcohol Partnership](https://www.edinburghadp.co.uk/)
* [togetherall](https://togetherall.com/en-gb/)
* [Addiction Recovery Companion App](https://arcapp.co.uk/)

**External sources of help**

There are various organisations that provide help and support relating to alcohol, or substance dependence, including:

* [Alcohol Change](https://alcoholchange.org.uk/), which is a national charity working to help reduce problems caused by alcohol.
* [Drinkaware](https://www.drinkaware.co.uk/), which is an independent charity, which works with others to help reduce alcohol-related harm by helping people make better choices about their drinking.
* [Drinkline](https://www.drinkaware.co.uk/advice/alcohol-support-services), which is a free confidential helpline for people who are concerned about their drinking.
* [FRANK (Talk to Frank)](https://www.talktofrank.com/), which offers confidential help and advice on drugs.
* [MELD](https://www.meld-drugs.org.uk/) aims to provide locally accessible, confidential and non-judgemental services, to promote recovery and reduce harm associated with substance use across Midlothian and East Lothian.
* [The Health and Safety Executive (HSE)](https://www.hse.gov.uk/alcoholdrugs/), which has produced guidance on managing drug or/and alcohol abuse at work and signposts the help and support available to those affected.
* ENU also supplies a catalogue of external/internal resources for health and wellbeing via the following support information [sheet](https://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/External-Resources.aspx).
* [Mind](https://www.mind.org.uk/information-support/types-of-mental-health-problems/recreational-drugs-alcohol-and-addiction/drug-and-alcohol-addiction-useful-contacts/) offer further advice on mental health and support on addiction for you, or someone you may know who may be going through addiction.
* NHS support for advice and tools with mental wellbeing and [health](https://www.nhsinform.scot/healthy-living).
* Quit smoking advice via [NHS](https://www.nhs.uk/better-health/quit-smoking/).
* Trade union support on alcohol, and substance misuse.

**Document Detail:**

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| **Document Name** | Alcohol and Substance Use and Misuse Policy. |
| **Author/Owner** | Jennifer Paton |
| **Version Number** | 2 |
| **Equality Impact Assessment Completed** | 6th May 2024 |
| **Approval Date** | 2nd April 2024 |
| **Approved By** | ULT |
| **Date Commencement** | 18th June 2024 |
| **Date of Next Review** | January 2027 |
| **Date of Last Review** | August 2015 |
| **Related University Policy Documents** | Attendance Management Policy, Disciplinary Policy |