

## Workplace Substance Abuse Policy

Date: September 2021

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<b>Policy Information</b>	
<b>Policy Title</b>	Workplace Substance Policy
<b>Policy Number:</b>	POL_078
<b>Version</b>	1.0
<b>Policy Sponsor</b>	Director of Business Support – Desi Miskelly
<b>Policy Owner</b>	Head of Human Resources – Jacqueline McKinstry
<b>Committee and date recommended for approval</b>	Business Support Committee 30 September 2021
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<b>Rural Needs Impact Assessment Status</b>	1. Rural needs impact assessed : 20 September 2021
<b>Date Set For Review</b>	September 2024
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• Capability Policy</li> <li>• Code of Conduct for Staff</li> <li>• Customer Feedback Policy</li> <li>• Discipline Policy</li> <li>• Health and Safety Policy</li> <li>• Managing Attendance at Work Policy</li> <li>• Policy on the Code of Procedures on Recruitment and Selection</li> </ul>

## **Libraries NI**

### **Workplace Substance Abuse Policy**

#### **1. Introduction**

- 1.1 Libraries NI has a responsibility to provide a safe and healthy working environment for all staff. This includes doing everything reasonably possible to resolve alcohol, drug and other substance related problems known within the workplace.
- 1.2 Staff have a duty of care to customers and colleagues and this duty cannot be fully discharged if alcohol, drugs or other substance related problems exist.
- 1.3 The misuse of alcohol, drugs or other substance are issues for all of society and can affect an individual's health and wellbeing and cause a wide range of social problems that can impact the workplace.
- 1.4 Staff are reminded that the use and/or the supply of any illegal substance is a criminal offence and may result in referral to the appropriate authorities. This may also be considered a breach of Libraries NI Code of Conduct, or other employment Policy and Procedure, and, therefore be subject to investigation under Libraries NI Discipline Policy and Procedures.
- 1.5 This policy is primarily focused on an approach of safeguarding employee health based on 'fitness for work'. However, in certain circumstances alcohol, drug or other substance misuse that takes place in, or is impacting, the workplace can be considered a matter of conduct and therefore subject to investigation under Libraries NI Discipline Policy and Procedures.
- 1.6 Libraries NI has adopted this policy to positively support employees, where reasonably practical, with the early identification of alcohol, drug or other substance related problems allowing Libraries NI to implement a preventative strategy regarding these problems amongst its employees.
- 1.7 The principles of this policy may also be applied to support an employee who has identified with any other form of addiction which may impact the workplace.

#### **2. Purpose**

- 2.1 The Purpose of this policy is to make it clear to all staff that Libraries NI is a supportive employer and will take all reasonable steps to provide help and support to employees with a substance abuse issue.

However, in order for Libraries NI to ensure the health and safety for all staff and its customers, this policy also sets out Libraries NI's position that it is not acceptable for an employee, to be in the possession of, or consume or be under the influence of alcohol, drugs and/or other substances while at work and the actions which may be taken if such circumstances arise.

### 3. Policy

3.1 The policy applies to all Libraries NI employees.

3.2 The policy has been drawn up in consultation with Trade Union Side. Libraries NI recognises its responsibilities under the Misuse of Drugs Act 1971, the Health and Safety at Work (NI) Order 1978, the Disability Discrimination Act 1995 and is committed to promoting equality of opportunities and a healthy working environment for all its employees.

3.3 The policy is concerned primarily with the impacts of alcohol, drug and/or other substance related problems on the job performance and career prospects of Libraries NI's employees.

3.4 Employees supported under the terms of this policy will be supported and engaged with in a confidential manner.

3.5 The policy has four main objectives:

- to retain employees
- to encourage employees with alcohol, drug or other substance problems to seek help
- to refer employees for help
- to restore health and productivity.

3.6 Successfully tackling substance abuse problems will benefit both the organisation and its employees by:

- reducing the cost of absenteeism or impaired productivity
- reducing and helping prevent the risk of accidents caused by impaired judgement
- reducing the personal suffering of employees with alcohol, drug and substance related problems and also the consequential effects on colleagues
- contributing to society's efforts to combat alcohol, drug and substance abuse
- saving on the cost of recruiting and training employees to replace those whose employment has been terminated because of abuse
- enhancing the public perception of the organisation as a responsible employer
- creating a more productive environment by offering support to those employees who have an alcohol, drug or substance related problem and thereby improving employee performance, self-esteem and wellbeing.

- 3.7 Libraries NI recognise that alcohol, drug or substance abuse related problems are primarily health and social concerns and, therefore, employees with such problems require help and treatment.
- 3.8 Alcohol, drug or substance abuse related problems in the context of this policy are defined as any consumption of alcohol, drug or other substance, either intermittent or continual, which impacts negatively on the reputation of Libraries NI and/or an employee's work performance in the areas of efficiency, productivity, safety or attendance at work.

#### **4. Authority**

##### **Policy Sponsor**

The Director of Business Support is the Policy Sponsor.

##### **Policy Owner**

The Human Resource Manager is the Policy Owner and is responsible for its regular review.

##### **Policy Contact**

Any member of staff who requires further information about the Workplace Substance Abuse Policy and associated procedures should contact the Health and Wellbeing Officer or a senior member of HR.

#### **5. Related Documents**

##### **Policies**

- Capability Policy
- Code of Conduct for Staff
- Customer Feedback Policy
- Discipline Policy
- Health and Safety Policy
- Managing Attendance at Work Policy
- Policy on the Code of Procedures on Recruitment and Selection.

##### **Procedures**

- Capability Procedure
- Code of Procedures on Recruitment and Selection
- Customer Feedback Procedures
- Discipline Procedure
- Individual Grievance Procedure
- Managing Attendance at Work Procedure.

##### **Guidance**

- Induction – Guidance for Managers
- Guidelines on Probation