



# **POLICY ON ALCOHOL, DRUG AND GAMBLING ADDICTION**

**We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non written format.**



# Alcohol, Drug and Gambling Addiction

## 1. POLICY PURPOSE

This policy provides advice and guidance to managers on how to deal with situations where an employee may be experiencing problems with alcohol, drug or gambling addiction and describes West Lothian Housing Partnership (WLHP) provisions to help deal with these problems.

## 2. POLICY SCOPE

This policy applies to all WLHP employees. It does not apply to agency workers or self-employed contractors. This policy does not form part of any employee's contract of employment.

## 3. POLICY PRINCIPLES

WLHP recognises that alcohol, drug and gambling related problems are primarily areas of health and social concern and can have an adverse effect on employment.

Any employee who has an alcohol, drug or gambling problem is encouraged to seek help and guidance, at an early stage, on how to deal with such a problem. WLHP is committed to arranging advice and counselling, where possible, for any employee with such a problem. It is WLHP's policy to preserve employment for those employees who co-operate with a recommended programme of recovery.

Any decision to grant special leave, changes of duty etc. lies ultimately with management and will be in accordance with WLHP's policies.

## 4. IDENTIFICATION OF PROBLEM

It is recognised and accepted that alcohol and drug addictions are health problems and are defined in general terms as the continuous or intermittent use of alcohol or drugs leading to dependence or harm. In a workplace context, WLHP views alcohol, drug and gambling addiction as a behavioural problem, which can affect the performance of an employee at work.

Early identification of an alcohol, drug or gambling addiction will, in WLHP's view, lead to a quicker recovery and WLHP expects that employees who suspect or know that they have such a problem will come forward voluntarily to seek help and guidance. If approached by an employee, Managers should discuss, in confidence and establish the nature of addiction and decide on the best course of action to take.

An alcohol problem is defined as any drinking whether intermittent or continual, which interferes with the person's health and/or social functioning and/or work capability or conduct.

Drugs are defined as any drug, controlled under the Misuse of Drugs Act 1971, whether illegal or prescribed or over the counter or solvents such as glue, butane etc. In the case of prescribed and over the counter drugs, their possession and use by the prescribed person is acknowledged as legitimate.

A drug problem is defined as the use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual, which interferes with a person's health, and/or social functioning and/or work capability or conduct.

In the case of any prescribed drug and over the counter drugs, their possession and use by the prescribed individual only is acknowledged as legitimate. Employees taking prescribed medication are required to inform their manager if medication may affect their behaviour or performance.

Where possible medication should be stored away in a personal locker/drawer whilst the employee is at work.

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Employees must ensure that they do not attend the workplace under the influence of alcohol or illegal drugs and are fit to carry out the duties associated with their roles.

### **5. EXTERNAL AGENCY**

As neither WLHP management nor Trade Union representatives are qualified to diagnose alcohol or drug misuse, WLHP will use an external agency for much of this work. Referrals will be made to the external agency who will assess the nature and extent of any problem and, where appropriate, recommend a recovery programme.

### **6. TRAINING**

Education on the harmful effects of alcohol, drugs and gambling addiction and the benefits and means of identification of those suffering from alcohol, drug and gambling addiction will be made available to employees.

In respect of alcohol and drugs misuse, WLHP may take the following action:-

- alert employees to the risks associated with alcohol/drug misuse and promote progressive change of attitude regarding their use;
- make employees aware that professional and sympathetic help is available. WLHP recognises that dependency on drugs, alcohol, or other substances is an illness and will be treated as such;
- reduce the tendency of collusion and covering up of alcohol/drug misuse by fellow employees/supervisors/managers.
- employee's will therefore be offered access to appropriate supports and services. A list of external organisations who can offer support and/or guidance is attached at Appendix 1;
- make employees aware that professional and sympathetic help is available from the Employee Assistance Programme.

### **7. TYPES OF REFERRAL**

In most circumstances, employees will be referred to the external agencies.

Referrals can be made to the external agency in the following ways: Self-Referral, Authorised Management Referral or Disciplinary Referral.

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## 7.1 Self-Referral

This is where an employee attends in his/her own time and the details of the referral remain confidential to the individual. On recognition of a problem or potential problem regarding alcohol, drugs or gambling, an employee may seek help from the external agency directly in his/her own time. Such a referral will be confidential between the employee and the counsellor and WLHP management will have no involvement.

## 7.2 Authorised Management Referral

This is where WLHP management arrange an appointment for an employee with the external agencies and grant the employee the necessary time off (with pay) to attend counselling sessions. In these circumstances, WLHP will receive confidential confirmation from the external agency that progress is being made and attendance being maintained.

## 7.3 Disciplinary Referral

Where an employee's alcohol, drug or gambling related problem is recognised as resulting in unsatisfactory work performance and/or conduct, disciplinary action may be suspended on the condition that the employee agrees to seek diagnosis and be referred to the external agency. In these circumstances, WLHP management will arrange the initial appointment and grant the necessary time off (with pay) for employees to attend counselling sessions at the external agency.

If the employee is accepted by the external agency as having an alcohol, drug or gambling related problem, disciplinary procedures will be suspended providing the employee co-operates and successfully undertakes a recovery programme. Disciplinary action may not be implemented provided that there is a satisfactory and sustained improvement in performance/conduct. The manager chairing the disciplinary hearing will confirm the terms of referral to the employee in writing making clear the implications of non-compliance.

If, however, the employee is not accepted by the external agency as having an alcohol, drug or gambling related problem and cannot, therefore, be considered for a recovery programme, the disciplinary hearing will be reconvened under the terms of WLHP's Disciplinary policy.

If the employee is accepted for counselling but does not complete the recovery programme, the disciplinary hearing will be reconvened under the terms of WLHP's Disciplinary policy.

## 8. TERMS OF REFERRAL

### (MANAGERIAL & DISCIPLINARY REFERRALS)

In all instances, the encouragement to seek and accept treatment is on the clear understanding that:-

- the employee complies with the recommended programme of recovery;
- a sustained improvement in work performance, commitment and behaviour is demonstrated e.g. timekeeping, attendance, work performance/conduct;
- the necessary time off with pay will be granted to employees to attend counselling sessions at the external agency;
- every effort will be made to ensure that the employee will be able to continue to do the same job unless continuing that same job would risk undermining a return to a satisfactory level of job performance or it is mutually agreed that a change will be desirable or beneficial. There may be some circumstance where management reserve the right to transfer an employee to alternative duties whilst they are undertaking a programme of recovery. This will be subject to review when the recovery programme has been completed; and (in relation specifically to alcohol and drugs problems)
- WLHP appreciates that following a course of treatment, an employee may relapse, in this situation WLHP will offer support where required. This will be reviewed on an individual case by case basis;
- any employee undertaking a recognised recovery programme must observe total abstinence during working hours;

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- the employee exhibits no signs of being under the influence of alcohol or drugs when reporting for duty or during working hours. The employee should be aware of the levels of alcohol consumed out with working hours; and;
- where a course of full time treatment is recommended, such leave will be treated as sick leave;
- Employees attending staff functions or events should be aware of their own safety and those of their colleagues.

Failure to comply with these terms of referral or the committing of further acts of indiscipline or misconduct will lead to a resumption of the disciplinary hearing.

### **9. CONSIDERATION OF RE-REFERRAL**

If, after or during treatment, the employee's work performance suffers as a result of alcohol, drug or gambling related problems, then each case will be considered on its merits and, if considered appropriate, a further opportunity to co-operate with help and treatment may be offered.

### **10. EXCEPTIONS**

The policy applies to employees who have an identified problem relating to alcohol, drugs or gambling addiction which affects work performance. The application of this policy is limited to those instances of identified alcohol, drug or gambling addiction related problems, which affect the health and/or work performance/conduct of the employee. The policy does not apply to employees who occasionally drink, take drugs or gamble and, as a result, behave in a manner contrary to the normal standards expected by WLHP or those who commit a serious breach of WLHP's safety and/or conduct rules. Such instances will be dealt with in accordance with normal disciplinary procedures.

### **11. ROLE OF THE EXTERNAL AGENCY**

The external agency has a dual role. It assists WLHP to review and maintain policies on alcohol, drugs and gambling addiction and other related problems and to provide an ongoing programme of education and training.

It also provides an employee counselling service to which employees are referred in the strictest confidence and where no information of a personal or confidential nature is passed to the employer or, where relevant, Trade Union representative without the employee's consent.

The external agency is independent of WLHP management or Trade Union influence and operates completely outwith the work environment.

Where the external agency identifies the major problem as being of a welfare nature leading to the employee's alcohol/drug problem, they will refer the employee to Employee Relations who will provide advice and guidance to the employee; which may include monitoring any continued referral to the external agency.

The external agency also acts as a link with other care agencies that deal with alcohol/drugs misuse and gambling addiction.

### **12. CONFIDENTIALITY**

The confidential nature of any records of employees with alcohol, drugs or gambling related problems will be strictly preserved. Information relating to Managerial and Disciplinary Referrals on the employee's progress on a recovery programme will be forwarded by the external agency to Employee Relations on a regular basis.

In the case of a Disciplinary Referral, the referring manager is also informed of the employee's progress. Any enquiries about an employee's progress can only be made to Employee Relations or the designated person.

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### APPENDIX 1: ALCOHOL ADDICTIONS

ESTABLISHMENT	SUMMARY	CONTACT	E-MAIL	WEB
<b>NHS</b>	Provides information, advice and support to help people recover from alcoholism	Alcoholics Anonymous - the helpline number is 0845 769 7555  Alcohol Concern - which runs the national drink helpline (Drinkline) on 0300 123 1110		<a href="http://www.nhs.uk/Conditions/Alcohol-misuse/Pages/Introduction.aspx">http://www.nhs.uk/Conditions/Alcohol-misuse/Pages/Introduction.aspx</a>
<b>Alcohol Anonymous</b>	Provides information, advice and support to help people recover from alcoholism	National Helpline – telephone 0845 769 7555	<a href="mailto:help@alcoholics.org.uk">help@alcoholics.org.uk</a>	<a href="http://www.alcoholics-anonymous.org.uk/">http://www.alcoholics-anonymous.org.uk/</a>
<b>Nacoa</b>	The National Association for Children of Alcoholics	Helpline: - 0800 358 3456	<a href="mailto:helpline@nacoa.org.uk">mailto:helpline@nacoa.org.uk</a> <a href="mailto:volunteering@nacoa.org.uk">mailto:volunteering@nacoa.org.uk</a>	<a href="http://www.nacoa.org.uk/about-nacoa/contact-us.html">http://www.nacoa.org.uk/about-nacoa/contact-us.html</a>
<b>RCA TRUST</b>	Provides information, advice and support to help people recover from alcoholism	Telephone - 0141 887 0880 Fax - 0141 887 8063  RCA Trust, Mirren House, Back Sneddon Street, Paisley PA3 2AF.	<a href="mailto:info@rcatrust.org.uk">info@rcatrust.org.uk</a>	<a href="http://www.rcatrust.org.uk/index.html">http://www.rcatrust.org.uk/index.html</a>
<b>DOWN THE DRINK</b>	This site is designed to help you work out whether your drinking too much, and if so, what you can do about it			<a href="http://www.downyurdrink.org.uk">www.downyurdrink.org.uk</a>

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## ALCOHOL ADDICTIONS

<p><b>Al-anon – Family Groups</b></p>	<p>For families and friends of alcoholics</p> <p>Al-Anon does not offer advice or counselling, but members give each other understanding, strength and hope.</p> <p>Alateen is for teenage relatives and friends of alcoholics. Alateen is part of Al-Anon - Alateen meetings are attended by 12-17 year olds</p>	<p>Confidential Helpline 020 7403 0888 (Helpline available 10 am - 10 pm, 365 days a year)</p> <p>For Alateen meetings, phone the General Service Office on 020 7593 2070</p>	<p>enquiries@al-anonuk.org.uk</p>	<p><a href="http://www.al-anonuk.org.uk/">http://www.al-anonuk.org.uk/</a> Helpline 020 7403 0888</p>
<p><b>Addictions UK</b></p>	<p>Specialist Programmes for Recovery at Home from Alcohol, Drug and other Addictions.</p>	<p>0300 330 30 40 or 0800 1 40 40 44</p> <p>Contact by fax - 0845 450 3979</p> <p>Contact by post -</p> <p>Addictions UK PO Box 182 Chester-le-Street DH2 1ZZ UK</p>	<p>info@addictionsuk.com</p>	<p><a href="http://www.addictionsuk.com/about.php">http://www.addictionsuk.com/about.php</a></p>
<p><b>Castle Craig Hospital</b></p>	<p>Provides information, advice and support to help people recover from alcoholism</p>	<p><b>Freephone (UK only):</b> 0808 159 3563 <b>International:</b>+44 1721 788 006 <b>Fax:</b> +44 (0)1721 752662</p> <p><b>Castle Craig Hospital</b> Blyth Bridge, West Linton Peeblesshire Scotland, UK EH46 7DH</p>	<p>info@castlecraig.co.uk</p>	<p><a href="http://www.castlecraig.co.uk/">http://www.castlecraig.co.uk/</a></p>



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### ALCOHOL ADDICTIONS

<b>DRINKLINE SCOTLAND</b>	This organisation provides information and advice for people with alcohol problems and for anyone who has concerns about alcohol misuse. Provide advice on sensible drinking and information on services to help people cut down on their drinking.	0800 7 314 314 (available 24hours)		
<b>ALCOHOL FOCUS SCOTLAND –</b>	Provides information and advice on alcohol issues and contact details for local	0141 399 8884 (10am – 10pm)		<a href="http://www.alcohol-focus-scotland.org.uk">www.alcohol-focus-scotland.org.uk</a>
<b>GLASGOW COUNCIL ON ALCOHOL</b>	This organisation aims to reduce problems in every community of Greater Glasgow by providing alcohol counselling, training, prevention and education, group work, support and advice and information.	0141 353 1800	<a href="mailto:email@thegca.org.uk">email@thegca.org.uk</a>	<a href="http://www.thegca.org.uk">www.thegca.org.uk</a>

### DRUGS ADDICTIONS

ESTABLISHMENT	SUMMARY	CONTACT	E-MAIL	WEB
<b>Frank</b>	Provides information and advice to people concerned about their own or someone else drug use	0300 123 6600 - 24 hours a day, 365 days a year. Text 82111	<a href="mailto:frank@talktofrank.com">frank@talktofrank.com</a>	<a href="http://www.talktofrank.com/contactfrank">http://www.talktofrank.com/contactfrank</a>
<b>Addaction</b>	Provides information and advice to people concerned about their own or someone else drug	Addaction Scotland Central Office – 34 Argyll Arcade, Floor 5, 1 Buchanan St, G2 8BD		<a href="http://www.addaction.org.uk/page.asp?section=606&amp;sectionTitle=How+Addaction+works">http://www.addaction.org.uk/page.asp?section=606&amp;sectionTitle=How+Addaction+works</a>
<b>NHS</b>	Provides information and advice to people concerned about their own or someone else drug			<a href="http://www.nhs.uk/Conditions/Addiction/Pages/Introduction.aspx">http://www.nhs.uk/Conditions/Addiction/Pages/Introduction.aspx</a>

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### DRUG ADDICTIONS

	SUMMARY	CONTACT	E-MAIL	WEB
<b>Scottish Drug Services Directory</b>	Access and contact information and details for over 200 agencies in Scotland who can help with drug treatment and care	Tel: 0141 221 1175 Fax: 0141 248 6414 Enquires mail to:enquiries@sdf.org.uk  Address – Scottish Drugs Forum 91 Mitchell Street Glasgow G1 3LN		<a href="http://www.scottishdrugservices.com/sdd/homepage.htm">http://www.scottishdrugservices.com/sdd/homepage.htm</a>
<b>Castle Craig Hospital</b>	Addiction Treatment Centre	Freephone (UK only): 0808 159 3563 International:+44 1721 788 006 Fax: +44 (0)1721 752662  Castle Craig Hospital Blyth Bridge, West Linton Peeblesshire Scotland, UK EH46 7DH (post code)	info@castlecraig.co.uk	<a href="http://www.castlecraig.co.uk/">http://www.castlecraig.co.uk/</a>
<b>Families Anonymous</b>	Family support when drug addiction enters a family via one of its own members	The helpline number is 020 7498 4680 (lo-call 0845 1200 660).  The lo-call number is cheaper from a landline outside London, but more expensive from a mobile  Doddinton & Rollo Community Association Charlotte Despard Avenue Battersea London SW11 5HD	office@famanon.org.uk	<a href="http://famanon.org.uk/">http://famanon.org.uk/</a>

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ESTABLISHMENT	SUMMARY	CONTACT	E-MAIL	WEB
<b>RCA TRUST</b>	Addiction counseling, support and advice	Telephone - 0141 887 0880  Fax - 0141 887 8063  RCA Trust, Mirren House, Back Sneddon Street, Paisley PA3 2AF.	info@rcatrust.org.uk	<a href="http://www.rcatrust.org.uk/index.html">http://www.rcatrust.org.uk/index.html</a>
<b>KNOW THE SCORE</b>	Provides information and advice to people concerned about their own or someone else drug	Helpline – 0800 587 5879		<a href="http://www.knowthescore.info">www.knowthescore.info</a>
<b>SCOTTISH DRUG SERVICES DIRECTORY</b>	Provides contact information and details for local agencies that can help with drug treatment and care.			<a href="http://www.scottishdrugservices.com">www.scottishdrugservices.com</a>

### SOLVENTS

ESTABLISHMENT	SUMMARY	CONTACT	E-MAIL	WEB
<b>RE-SOLV</b>	This is the Society for the Prevention of Solvent and Volatile Substance Abuse	National information line – 01785 810 762	<a href="mailto:information@re-solv.org">information@re-solv.org</a>	<a href="http://www.re-solv.org">www.re-solv.org</a>
<b>RE-SOLV SCOTLAND</b>	This is the Society for the Prevention of Solvent and Volatile Substance Abuse	07505 000 024	<a href="mailto:scotland@re-solv.org">scotland@re-solv.org</a>	<a href="http://www.re-solv.org/scotland.asp">www.re-solv.org/scotland.asp</a>

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### GAMBLING

ESTABLISHMENT	SUMMARY	CONTACT	E-MAIL	WEB
<b>NHS</b>	Links to specialised addiction services that treat gambling problems. They use the same techniques to treat gambling addictions that they use to treat substance misuse.			<a href="http://www.nhs.uk/Livewell/addiction/Pages/gamblingaddiction.aspx">http://www.nhs.uk/Livewell/addiction/Pages/gamblingaddiction.aspx</a>
<b>Gamcare</b>	Gamcare provides support, information and advice to anyone suffering through a gambling problem.	<p>Tel: 020 7801 7000 Fax: 020 7801 7033</p> <p>Helpline: 0808 8020 133</p> <p>(Available to people living in England, Scotland and Wales.)</p> <p>Head Office: GamCare 2nd Floor 7-11 St John's Hill London SW11 1TR</p>	<a href="mailto:info@gamcare.org.uk">info@gamcare.org.uk</a>	<p><a href="http://www.gamcare.org.uk/">http://www.gamcare.org.uk/</a></p> <p>NetLine: <a href="http://www.gamcare.org.uk">www.gamcare.org.uk</a> (A available to people living in England, Scotland and Wales)</p>
<b>GAMBLERS ANONYMOUS</b>	A fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to do the same.			<a href="http://www.gamblersanonymous.org.uk">http://www.gamblersanonymous.org.uk</a>

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### GAMBLING

ESTABLISHMENT	SUMMARY	CONTACT	E-MAIL	WEB
<b>JUST BE WELL-</b>	Hypnotherapy and NLP – Providing a combination of training, coaching and education with a wide range of issues.	0131 440 2589	carol.nlp@btinternet.com	<a href="http://www.justbewell.com/">http://www.justbewell.com/</a>
<b>RCA TRUST</b>	Addiction counseling, support and advice	P 0141 887 0880  Fax - 0141 887 8063  RCA Trust, Mirren House, Back Sneddon Street, Paisley PA3 2AF	info@rcatrust.org.uk	<a href="http://www.rcatrust.org.uk/index.html">http://www.rcatrust.org.uk/index.html</a>
<b>GAMBLING ADDICTIONS</b>	Information and advice on gambling, symptoms and causes, treatments and what is available			<a href="http://gamblingaddiction.org.uk/index.html">http://gamblingaddiction.org.uk/index.html</a>