

# POLICY FOR DRUGS AND ALCOHOL IN THE WORKPLACE

## POLICY STATEMENT

Worldfavor is committed to the safety and wellbeing of its employees and the promotion of good health.

## PURPOSE

- This policy is intended to provide a means of supporting employees whose performance of duties is impaired through consuming alcohol or taking drugs. The aim of the policy is:
- To ensure that staff understand the organization's position in relation to alcohol and drug use in the workplace or being used outside of work and having impact on work activity or performance.
- To encourage the early identification of employees who may be experiencing an alcohol or drug related problem.
- To ensure that staff are aware of the support available to them, should they have alcohol or drugs related issue.
- To safeguard the wellbeing of staff and service users.
- To clarify the action that will be taken in the event of misconduct related to improper alcohol consumption or the use and/or possession of illegal drugs.

## SCOPE

This policy covers all staff, and volunteers within the organization. It also includes people from other agencies conducting in-reach services in Worldfavor for the time they are on the premises.

### ***Glossary of Terms and Definitions***

For the purpose of this policy, the term alcohol and drugs will be defined as mood altering substances, either legal or illegal. This includes alcohol, abuse of prescribed medication with or without a prescription as well as the use of illegal substances.

## PRINCIPLES

- Employees should not be adversely affected by alcohol or drug use during work hours and must at all time carry out their duties and responsibilities in a safe manner.
- Work premises are alcohol and drug free during work hours.
- Use of alcohol or drugs outside of work hours should not impair performance and behavior at work.

## RESPONSIBILITIES

- Managers are responsible for ensuring that staff are able to carry out their duties effectively. Additionally, all managers are responsible for ensuring that their employees are aware of this policy, their responsibilities in following it and the consequences of their failure to do so.
- Employees are responsible for following this policy as failure to do so may compromise the health, safety and welfare of themselves and their colleagues.

Any member of staff who is concerned that he/she may have a problem with alcohol or drugs is encouraged to seek help and advice by contacting their supervisor and making them aware of the issue. In this instance support will be provided by the organization.

Non-compliance with the drug and alcohol policy will be viewed as a very serious matter and treated in the same way as any breach of policy. Any individual who is adversely affected by alcohol or another drug will not be allowed to work while intoxicated. If an employee affected by alcohol or another drug is sent home, they will not be paid for lost time.

## PROCEDURES REGARDING IDENTIFICATION OF ALCOHOL OR DRUG USE ISSUE

### Employee Identifies alcohol or drug use issue

Employees who recognize that they have a alcohol or drug problem, or that they are at risk of developing one, will receive full support of the organization in the way outlined in this policy. Employees in this situation should approach their manager in confidence. Admittance of an alcohol or drug problem and seeking support for it will not affect the employee's job or promotion prospects. Managers must agree further appropriate action with the employee and arrange regular support/review meetings.

### Suspected intoxication in the workplace

In the instance of suspected intoxication in the workplace the manager or supervisor will record the factors supporting this conclusion, for example: smell of alcohol on breath, dilated pupils, impaired co-ordination or speech. The first step will be the manager to request an immediate meeting with the staff member. If possible, another manager or senior staff member will also be present.

### Suspicion that alcohol or drug use is effecting work performance

If an employee's work performance or behavior is unsatisfactory and the manager suspects that there may be an underlying substance abuse problem, they will meet with the employee as soon as possible and clearly state their concerns and the situations and issues involved. Employees will be given an opportunity to explain their behavior/work/presentation. The organizations policy around supporting access to appropriate health services in the case of problematic alcohol or drug use is to be clearly explained. The employee is to be provided with an opportunity to raise any health issues in this regard. Managers will not pass judgement or opinion on the subject of substance abuse.

### Denial of drug or alcohol use or refusal to seek assistance

There is no obligation on a member of staff to seek or accept assistance from the employer for an alcohol or drugs related problem. Where the employee denies misuse of drugs or alcohol and/or is

not willing to address the issue that member of staff may face formal proceedings as a result of their conduct, attendance or performance becoming or remaining unacceptable.

## **Response and Supports following Confirmation of Alcohol or Drug Use Issue**

The following guidelines will apply to any member of staff who seeks help for alcohol or drug use:

### **Sick leave and attendance of treatment programmes**

Addiction to drugs or alcohol will be treated as an illness, therefore, absence for support and rehabilitation will be covered by sickness entitlements. Staff seeking help will be supported in finding appropriate support, which may include time off for attending treatment.

### **Return to work**

Every effort will be made to ensure that on completion of a rehabilitation program, the employee is able to return to the same or an equivalent post. Where such a return would jeopardize a satisfactory level of performance or hamper the employee's full recovery; the circumstances will be reviewed and a suitable course of action agreed.

## **CONFIDENTIALITY**

Worldfavor aims to ensure that the confidentiality of all employees experiencing alcohol or drug problems is maintained. Information regarding individual cases will not be shared with third parties unless consent has been provided by the individual or the safety of the person concerned or others is comprised. In this instance the chief executive officer will need to approve disclosure.

## **AUTHORISATION**

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**Frida Emilsson**  
Chairman of the Board