

HIGH SOCIETY

HIGH SOCIETY ALCOHOL & DRUG POLICY

INTRODUCTION

High Society has adopted this positive policy designed to encourage early identification of alcohol and drug related problems and so provide High Society with a constructive and preventative strategy regarding alcohol and drug problems amongst its employees.

Alcohol and drug problems can affect an individual's health and well being and cause a wide range of social problems. This policy is concerned primarily with the effects of alcohol and drug problems on the job performance and career prospects of High Society employees.

The Alcohol & Drug Policy has four main objectives:

- To retain employees;
- To encourage employees with alcohol and/or drug problems to seek help;
- To refer employees for help;
- To restore health and productivity.
- The Policy is intended to:

Reduce and help prevent the incidence of alcohol and/or drug related work impairment;

Reduce the personal suffering of employees with alcohol and/or drug related problems and also the consequential effects on colleagues.

HIGH SOCIETY POLICY

High Society recognises that alcohol and drug related problems are primarily health and social concerns and, therefore, employees with such problems require help and treatment.

Alcohol and drug related problems in the context of this policy are defined as any misuse of these substances, either intermittent or continual, which interferes with an employee's work performance in the areas of efficiency, productivity, safety or attendance at work.

When it becomes evident that an employee has an alcohol and/or drug problem affecting conduct at work or work performance, that employee will be asked to discuss the matter with the person designated by the company. The employee concerned will have the right to be accompanied by a Trade Union representative or colleague.

When discussing these problems with employees High Society's desire to assist the employee will be uppermost in the mind of the designated person at all times. As a result of this discussion, the designated person will offer the employee the opportunity to seek an outside assessment of the problem and, if necessary, treatment from an appropriate agency. The designated person will make clear to the employee that during any period of treatment all benefits and rights laid down in the contract of employment will be safe-guarded. When the employee is judged fit to resume working it will normally be in that person's original post. If for some reason that is not possible, every effort will be made to find that employee suitable alternative employment in the company. Should the employee not be satisfied with the arrangements being offered, the matter will be referred to the Grievance Procedure.

The procedure established by this agreement for assisting an employee with alcohol and/or drug related problems is quite distinct from the Disciplinary Procedure. An employee with an identified problem, which affects conduct at work or which prevents the achievement of a satisfactory level of work performance and who refuses the opportunity to receive help, may have the matter referred to the Disciplinary Procedure. Equally, if an employee denies the existence of an alcohol and/or drug related problem or discontinues a course of treatment and then reverts to the previous unsatisfactory levels of conduct or performance, the matter may be referred to the Disciplinary Procedure.

An employee who accepts the opportunity to receive help, but whose conduct or work performance afterwards reverts to the problem level, will have the new situation considered on its merits. If appropriate a further opportunity to accept and co-operate with help and treatment will be offered.

The application of this Policy is limited to those instances of alcohol and/or drug related problems which affect the health and/or work performance or conduct of the employee. The Policy does not apply to employees who, because of indulgence in alcohol and/or drugs on random occasions, behave in a manner contrary to the standard of safety and conduct required by High Society. Such instances will be dealt with in accordance with the normal recognised Disciplinary Procedures.

CONFIDENTIALITY

All discussions with an employee in connection with this policy will be strictly confidential. This will equally be the case with any counselling or other treatment undertaken by the employee. While appropriate personnel records will be kept it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.

TRAINING

All employees will be given a copy of the agreed alcohol and drug policy.

Specific training will be given to those with special responsibility for implementing the policy. Depending on the level of responsibility and the knowledge and skills considered necessary, training programmes will cover, as appropriate, the following:

- Basic understanding of alcohol and drugs and the rationale and procedures of the Policy;
- The nature of problem alcohol and/or drug misuse, its possible causes and effects;
- The relationship between alcohol and/or drugs misuse, problems, occupation, behaviour, efficiency, safety and general work performance;
- The kind of help available, such as counselling, available from local agencies.