

## Employee Policy HR Consult

### 1. Policy Statement

NHSBT is committed to providing a safe and positive working environment, promoting the health, safety and well-being of all colleagues, agency workers and contractors. To support this, NHSBT has a zero-tolerance of the consumption of alcohol or the misuse of drugs (including prescription or 'over the counter' medication) or other substances both in the workplace and/or where your performance at work is likely to be compromised, or there is a possible risk to donors, patients, to you or the organisation reputationally. We all represent the organisation and therefore should be aware of public perception and confidence, therefore you should not be identifiable as an NHSBT employee/worker while in premises that serve alcohol.

We recognise that in some instances, consumption may be an indication of a health problem. In these circumstances, we are committed to supporting your wellbeing and will seek to adopt a supportive approach. Therefore, should you identify and acknowledge you have a dependency on alcohol, drugs or substances, we request that you seek advice and support before your work performance is impacted, and your own, your colleagues, and donor or patient safety is compromised.

However, the misuse of alcohol, drugs and other substances where your work could negatively be affected is considered to be misconduct and if resulting in a risk to donors, patients or others, may be considered to be gross misconduct, and could result in your dismissal.

We therefore recognise the importance of our commitment to *inclusion* across race, gender, age, religion, gender identity, sexuality, all abilities, disabilities and experience.

### 2. Process

Colleagues should notify their line manager if they are taking prescribed medication that could affect their ability to work safely.

We do recognise that a dependence on substances is a recognised illness and therefore, should you be having problems with alcohol, drugs and/or other substances, self-help is encouraged. You may wish to seek general advice from NHSBT's occupational health provider, or your manager may refer you, in which case you must attend appointments as required and follow any course of treatment as advised. You may want to refer to the Time off Work Policy [Time Off Work \(nhsbt.nhs.uk\)](https://nhsbt.nhs.uk/time-off-work) and Flexible Working Policy [Flexible Working \(nhsbt.nhs.uk\)](https://nhsbt.nhs.uk/flexible-working) to see how they can support you in these circumstances. If you feel that it could be affecting you in work you must speak to your manager or manager's manager to seek their advice and support.

If you proactively report a problem, you will be treated sensitively and given as much support as possible. If you are involved in a disciplinary situation involving alcohol and/or substance misuse and then decide to tell us you have a problem, the issue will still be dealt with as a disciplinary case and will not prevent or exclude you from attending a panel. The panel will consider all mitigation and information presented to them, however, should this be the first time that you have told us you have a problem, the panel will need to consider why you may not have raised this previously.

If your manager becomes aware of any suspected potential misuse or abuse or a related problem e.g., because of observations of worsening work performance, erratic timekeeping and/or behavioural problems, they will speak with you about their concerns, and may feel it is appropriate to refer you to occupational health.

As an employee, it is important that you ensure that you report any incidents of alcohol, drug or substance misuse or abuse that you become aware of.

Should you or anyone be found to be or reasonably suspected of supplying or dealing in illegal drugs, or in possession of drugs with the intent to supply, you will be reported to the Police. You will be suspended from work immediately, pending investigation under the [Disciplinary Policy](#) and by the Police.

Where driving is part of your normal duties, and you are found to be driving, or attempting to drive, while unfit to do so through use of alcohol, drug or a substance, you will be subject to action under the [Disciplinary Policy](#).

If you are dismissed due to alcohol, drug or substance misuse or abuse, we have a duty to report this to your professional body i.e. GMC, NMC, HCPC, where appropriate.

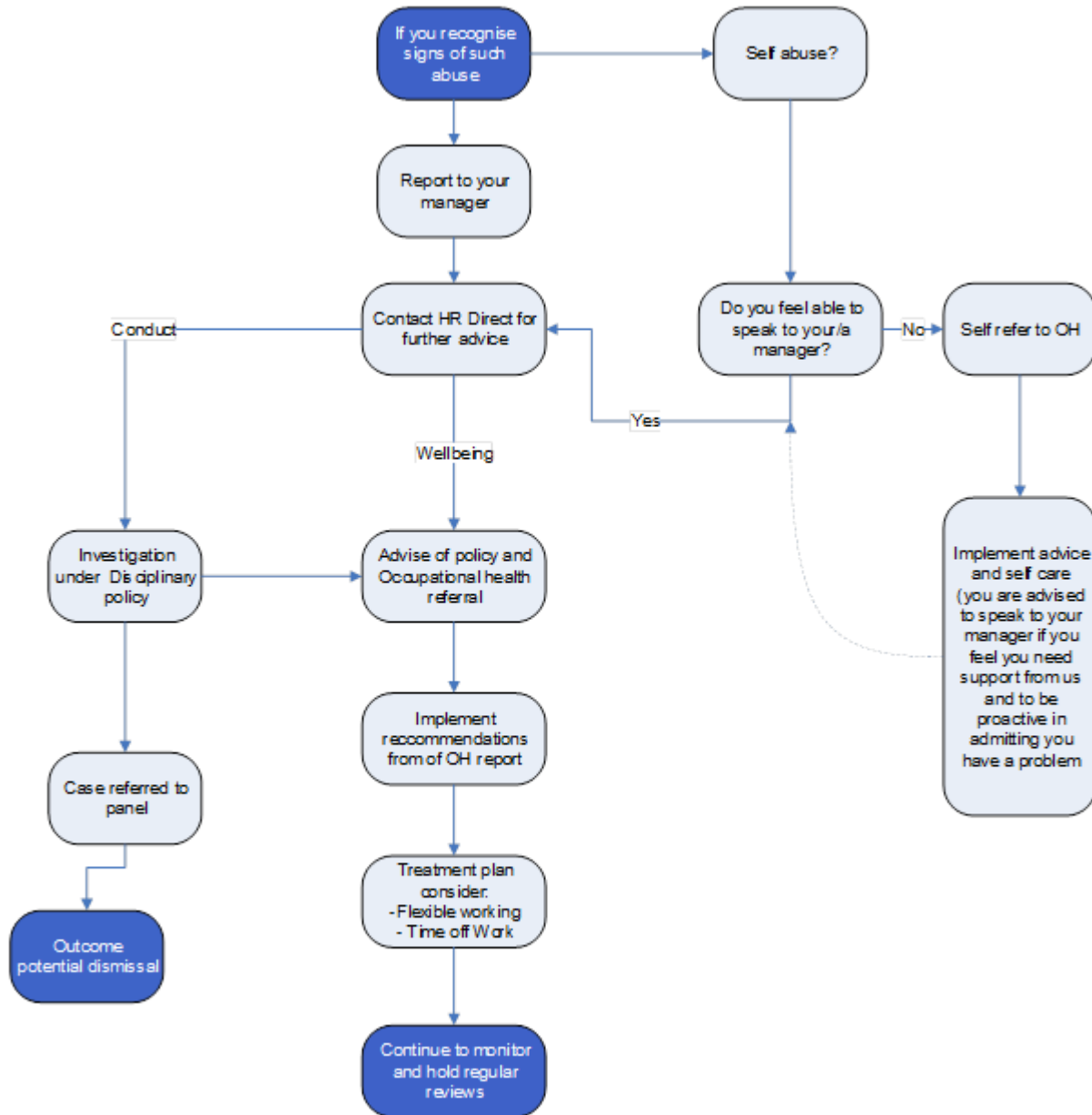
### **Confidentiality**

All conversations, be it informal or formal, must be kept confidential by all parties involved, within the limits of what is practicable and within the law. We appreciate that this can sometimes be difficult when working in a small team or close environment; however, so that the issues raised can be brought to a swift conclusion confidentiality must be maintained. Any breaches in confidentiality will be taken seriously.

### **Support for Managers**

This policy and the FAQ document provides guidance on how to support a team member should there be a concern raised. Further contacts and guidance are available on the People First pages. If you require any additional help please contact HR Direct.

### 3. Flowchart



### 4. Policy Approval and Review

Policy version	UCD/Workforce/Alcohol/008v2.0
Title	Alcohol, Drug, Substance Misuse & Dependency Policy
Approved by SPC	February 2023
EIA completed	28 <sup>th</sup> February 2023
Counter Fraud check	6 <sup>th</sup> April 2023
This document replaces	UCD/Workforce/Alcohol/008v1.1
Effective Release Date	February 2023
Review Date	February 2027
Author	Joanne Brown/Kate Gittens/Daryl Hall
Filepath	G/HR/HR/Everyone/Policies
Distribution	Available on People First