

Substance Misuse Policy

1. Purpose

- 1.1 This policy sets out the University of Manchester Conferences Limited (UMC Ltd) (“The company”) position with regard to drugs, alcohol and other substances within the workplace and the approach it will take when any of these affect an employee’s performance at work.
- 1.2 The associated management guidance covers the courses of action which will be taken in one-off situations of staff being under the influence of substances whilst at work, as well as the action which may be taken when a member of staff has an underlying substance-related problem.

2. Scope

- 2.1 The policy applies to all employees and others who be working for UMC Ltd at any given time.
- 2.2 This policy does not form part of the contract of employment and may be amended at any time.
- 2.3 Where substance misuse is suspected in relation to any agency worker or contractor, this should be raised with their agency supplier.

3. Aims

- 3.1 The aims are:
 - i. To provide a healthy and safe working environment for all employees, guests and visitors.
 - ii. To help those with an substance-related problem to be restored to health quickly to the benefit of themselves, their colleagues and the business, and to return to an acceptable pattern of working.

4. Definitions

- 4.1 ‘Substance’ includes all chemical substances listed as a controlled substance, prescription medicines where the prescription medicines have not been prescribed for

the person possessing or using them and/or such prescription medicines which are not taken in accordance with a physician's direction. It also includes substances (other than alcohol and drugs) that produce physical, mental, emotional or behavioural changes in the user.

- 4.2 'Substance misuse' includes drinking alcohol, taking drugs or a controlled substance, either intermittent or continuous which interferes with an individual's health, work capabilities or conduct, or which affects the work performance and/or safety of themselves and others.
- 4.3 'Drugs' means and includes any substance (other than alcohol) that produces physical, mental, emotional or behavioral change in the user, the sale, possession or consumption of which is illegal. This term includes prescription drugs where such prescription drugs have not been prescribed for the person possessing or using such drugs and/or such prescription drugs are not taken in accordance with a physician's direction.
- 4.4 'Controlled Substance' means and includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under the law.

5. Principles

- 4.1 The company recognises that addiction to alcohol and drugs may in some cases be considered a medical condition and should be treated as such.
- 4.2 Employees who may have a problem will be encouraged to seek help and treatment voluntarily and at an early stage.
- 4.3 Medical advice, treatment and monitoring will be offered by the Occupational Health Service in the strictest confidence and with the informed consent of the employee.
- 4.4 Details of a confidential nature will normally only be discussed with the employee's own doctor, other medical specialist, or manager with the prior agreement of the individual.
- 4.5 Whilst substance misuse does not excuse poor work performance or misconduct, it may be treated as a mitigating factor and disciplinary procedures may be suspended whilst the opportunity is taken to identify potential substance-related problems and, if necessary, to seek treatment.
- 4.6 , Risk assessments will be used to identify any activities or work environments where for safety critical reasons employees are not permitted to consume alcohol immediately before or at any time during the working day, including during unpaid breaks, and should

at no time report for work with a blood alcohol level exceeding the current UK limit for safe driving; examples of such areas of work, by no means exhaustive, may include:

- Using dangerous machinery or equipment (e.g. - gravity food slicers, knives, machine tools)
- Working with hazardous chemicals where spillages could be highly dangerous by virtue of their toxicity, flammability, carcinogenicity, etc.
- Working in locations or environments where an unimpaired sense of balance is essential (ladders, work on roofs, working at height)
- Driving a vehicle of any description

5. Responsibilities

5.1 Employees have personal responsibility to:

- i. Be fit for work when conducting duties on behalf of the company and notify management immediately if use of an aforementioned substance may cause any impairment of work performance
- ii. Not consume alcohol during work time, other than at work events where alcohol may be provided by the company, or with the prior knowledge/agreement of management
- iii. Not bring or use illegal substances on to company premises under any circumstances.
- iv. Report to management if they suspect that another employee in the workplace is under the influence of an aforementioned substance.
- v. Notify their management if they are taking medication that could affect their ability to work safely.

5.2 Should it be found any of these responsibilities be breached by an employee, following a management inquiry into the matter, appropriate disciplinary action will be considered in line with the *Disciplinary and Dismissal Procedures*

5.3 Where appropriate and as agreed, employees may also be required to:

- i. Seek professional help if they have a substance abuse problem
- ii. Undertake and complete a substance abuse rehabilitation programme as recommended by a professional body

5.4 Managers have a responsibility to:

- i. Make the Substance Misuse Policy available to employees
 - ii. Ensure risk assessments are carried out for work under their control.
 - iii. Discuss with employees as soon as possible if behaviour, performance or absence indicates a problem with substance misuse
 - iv. Refer to Occupational Health, employees who declare or who they suspect may have a substance abuse problem
 - v. Seek further guidance from Human Resources as and when appropriate on a case-by-case basis
 - vi. Provide support to employees who undertake a treatment programme
 - vii. Remove from the workplace employees who they suspect are under the influence of any aforementioned substance
 - viii. Record absence related to substance abuse in accordance with attendance reporting procedures
 - ix. Refer employees to Occupational Health for advice on health and safety at work if they are taking medication that could affect their ability to work safely
 - x. Undertake appropriate investigations should it be suspected that an employee has breached the Substance Misuse Policy and at its conclusion, if appropriate, instigate disciplinary actions in line with the *Disciplinary and Dismissal Procedures*
- 5.5 Human Resources have a responsibility to provide consistent advice to management and employees in accordance with policy and employment legislation
- 5.6 Occupational Health has a responsibility to:
- i. Provide education to employees on the harmful effects associated with alcohol/substance abuse and their effects on health and safety
 - ii. Provide managers with advice on the early detection, recognition and management of employees with substance addiction
 - iii. Provide confidential health advice and facilitate referral for treatment
 - iv. Monitor progress and provide support to employees
 - v. Advise managers on employee's ability to perform their duties.

6. Conduct when alcohol is available at work-related events

- 6.1 It is recognised that alcohol may be available at some company-related events (whether held on the premises or not), such as parties, entertaining visitors or other work related events such as training courses.....
- 6.2.....however, employees must be fit for work when conducting duties and are always expected to maintain and be responsible for their own standards of behaviour, with the emphasis on avoiding any actions that could lead to a complaint of misconduct or could harm the reputation of the company.....
- 6.3.....any such complaints will be fully investigated and may lead to disciplinary action being taken. Non-alcoholic beverages will always be available as an alternative.

Document control box	
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Related procedures:	Management Guidance on the Substance Misuse; Disciplinary and Dismissal Procedures

Related guidance and or codes of practice:	
Related information:	
Policy owner:	UMC-designated Human Resources Partner
Lead contact:	Andrew Stephens, Human Resources Partner