



Policy Name:	Misuse of Drugs & Alcohol Policy	P No: P1516-1119
Policy Owner:	Sister Cathy Anthony, Nurse/Administrator Occupational Health	
Issue/Last Review Date: May 2016	Next Review Date: June 2019	
Relevant Legislation / ACAS guidance if applicable:	The Health and Safety at Work Etc Act 1974 The Misuse of Drugs Act 1971	
Documents being replaced:	Misuse of Drugs and Alcohol Policy (P1415-1396)	
Policy Statement:		
<p>Purpose</p> <p>In recognition of its obligations under the Health and Safety at Work Act, Swansea University is committed to providing a safe and healthy working environment. It recognises that this can be put at risk by employees who misuse drugs/alcohol to such an extent that it may affect their health, performance, conduct and relationships at work.</p> <p>The conduct, performance and professional competence of employees is required to be of an acceptable standard at all times. All employees should be aware, therefore, that the use/misuse of drugs/alcohol can affect their work performance and lead to behaviour which may be defined as unacceptable or in more extreme cases, as misconduct.</p> <p>Employees are expected to arrive at work unaffected by the influence of alcohol.</p> <p>Scope</p> <p>This Policy applies to all Swansea University employees, including those staff seconded to Swansea University from external organisations, for the duration of their secondment.</p> <p>Key Principles</p> <p>In keeping with its obligations, the University, will:</p> <ul style="list-style-type: none"> (i) alert employees of the risks associated with drug/alcohol abuse, through dissemination of this policy (ii) offer encouragement and assistance to employees who suspect or know they have a drug/alcohol related problem to seek help voluntarily at any early stage (iii) offer to employees, who come to the notice of the University authorities, as possibly having a drug/alcohol related problem help to seek assessment and treatment, as necessary, from appropriate sources/agencies (iv) create a positive and supporting working environment which makes it unlikely that employees will seek to conceal or deny a drug/alcohol related problem (v) operate a fair and comprehensive procedure for managing staff who are unable to address their drug/alcohol dependency (vi) treat any case which involves drug/alcohol related problems in strict confidence <p>Employees who refuse to seek appropriate help or refuse to follow the advice of Occupational Health or other course of treatment, or discontinue a course of treatment before its satisfactory conclusion, may be subject to the appropriate disciplinary procedures.</p> <p>In instances where it is deemed necessary for an employee to leave/be escorted from University premises, their condition should be risk assessed to ensure they are escorted in a safe manner to their home and into</p>		

the care of a family member or other responsible adult. This action will be taken to ensure the safety of the employee, colleagues and the general public.

Swansea University will report to the Police all incidents involving the supply or taking of illegal drugs on the premises and may decide to take action whether or not the Authorities decide to prosecute.

Senior managers will receive Alcohol Awareness Training in order for them to recognise the signs of alcohol misuse and be aware of the action to be taken in relation to 'duty of care' when someone presents as being under the influence of drugs or alcohol in the workplace.

Definitions of HR terms used in this policy:

Alcohol and drug misuse - the intermittent or continual use of alcohol or any drug or other substance which causes detriment to the employee's health, social functioning, or work performance, and which affects efficiency, productivity, safety, attendance, time keeping or conduct in the workplace.

Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:

[The Misuse of Drugs and Alcohol Procedure \(P1415-1397\)](#)