

## Alcohol and Drugs – Temporary Workers

### Version Control Sheet

VERSION	DATE OF IMPLEMENTATION/REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
1	30/1/2023	William King	Active	Policy for Temporary Clinical Workers

### Purpose

This policy outlines the position of the Company on the misuse of drugs in the workplace and provides advice and guidance on steps which may be taken by the Company should misuse occur.

### Statement

The Company recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business. The effects of drug and alcohol misuse range from safeguarding issues relating to client, absenteeism, low productivity and increased disciplinary action to injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned.

The policy applies to all workers and employees from senior managers to temporary workers.

### Procedure and Guidance

#### Definitions

**Alcohol misuse** is defined as consumption of alcohol during working hours or attending work under the influence of alcohol.

**Drug misuse** refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents.

**During working hours** includes during breaks or on the way to or from work.

#### The rules

The Company does not permit:

- drug or alcohol misuse during working hours
- being under the influence of drugs or alcohol while at work
- encouraging others to misuse alcohol or drugs

If a member of staff arrives at work and appears under the influence of an unknown substance or alcohol, the other member should attempt to keep the staff member away from the client, and inform

the line manager that the staff member is not fit to be working , and write a statement , sending it to the line manager.

### **Safeguards**

The Company recognises the difficulties that can be faced by those who misuse drugs and alcohol, and therefore:

- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness in the first instance
- it is recognised that occasional (not frequent) relapses do occur
- this policy will be monitored and reviewed regularly to ensure that it continues to be appropriate and effective
- working under an altered state of mind

### **Confidentiality**

If an employee requests help from the Company prior to management being aware of poor performance, then in accordance with the disciplinary or capability procedure any information regarding an employee's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

### **Help**

We can offer practical support to those experiencing problems, for example, we may be able to refer employees to an appropriate advisory service. The Company encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

### **Information**

The Company is also committed to providing information to employees about the effects of drugs on health and safety.

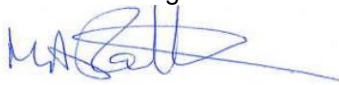
### **Disciplinary action**

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where help is refused, absences are frequent and/or impaired performance continues.

### **Dismissal may result from disciplinary action and referral to a regulated body**

Possession of and dealing in illegal substances will be immediately reported to the police in all cases; **there is no alternative to this procedure.**

### **Next Review**

Reviewed by:	Miriam Palk presented to UK Clinical & Corporate Governance and Risk Management Committee for renewed approval
Title:	Head of Nursing
Signed:	
Last Review Date:	24.11.2022
Actions:	QR Code and addition to Temporary Worker Handbook



**Clinical24 Scotland,  
126 West Regent Street,  
Glasgow,  
G2 2RQ**

Date Approved by Clinical & Corporate Governance and Risk Management Committee:

Next Review Date: November 2023