

Alcohol, Drug & Psychoactive Substance Misuse Policy

Prepared by	Corporate Manager
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Corporate Fit	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

Strategic Direction

Consolidation and improvement: Applicable to our core business as a landlord & property manager.

Growth: Through the new build opportunities, we are taking forward.

Partnerships: Where this can help to address shared goals and increase capacity and value.

Resilience: A key priority across all parts of our business.

Strategic Objectives

Services: Deliver quality, value for money services that meet customers' needs

Homes & neighbourhoods: Provide quality homes and neighbourhoods.

Assets: Manage our assets well, by spending wisely.

Communities: Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

Our people: Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

Leadership & Financial: Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1. Introduction

- 1.1. We are committed to supporting employees to make positive changes / change behaviours in relation to their health, safety and wellbeing. We recognise that alcohol and drugs related problems are matters of health and social concern and we aim to support employees to receive the help and treatment needed to overcome these problems.
- 1.2. Alcohol, drug and psychoactive substance misuse adversely affects personal health and social functioning and can impair work capability. We are committed to offering guidance and early assistance to those faced with an alcohol and or drug related problem.
- 1.3. This policy will set out the Association's standards and expectations in relation to alcohol, drugs and psychoactive substance misuse, and the level of support that will be provided where a problem may arise.

2. Purpose & scope

- 2.1. The aim of the policy is to ensure that all employees, are made aware of our position with regard to alcohol, drug and/or psychoactive substance misuse, and provide guidance and boundaries on appropriate assistance and support to employees with issues relating to alcohol or substance misuse.
- 2.2. We will:
 - Seek to prevent and eliminate, in so far as it is reasonably possible, any substance misuse, which would increase the potential for ill health, accidents, absences, poor performance or which could otherwise adversely affect the Association, its employees or its stakeholders.
 - Aim to create a culture of openness and honesty, where employees feel confident in asking for support and advice when required and strive to give them the confidence to deal with any such problems.
 - Provide clear rules to all employees regarding alcohol, drug and/or psychoactive substance misuse.
 - Seek to ensure safe and capable working practices in relation to alcohol, drugs and psychoactive substances.
 - Participate in a programme of educating employees on the importance of sensible drinking as part of a healthier lifestyle and also of the risks associated with alcohol and/or drug misuse.
 - Ensure confidentiality throughout the policy and support process.

3. Responsibilities

- 3.1. Employees are responsible for:
 - Ensuring that they are free from the effects of alcohol and illegal drugs when carrying out their job role duties. It is not acceptable to be under the influence of alcohol or illegal drugs at work and doing so may be considered gross misconduct.
 - Informing their line manager, where their ability to carry out their role is compromised due to the legitimate use of prescribed drugs, over the counter from pharmacies and other retail outlets (it may be necessary for an independent medical assessment to be carried out to understand what adjustments are required to support the employee in this instance).

- Being a role model for the Association and supporting colleagues who may require additional support in relation to potential alcohol and drug misuse (this may include raising concerns with a line manager).
- Seeking help when they have a problem with alcohol and drug misuse.

3.2. Managers are responsible for:

- Being a role model for the Association and ensuring their employees understand the policy and its requirements.
- Being alert of changes in their employees and raising concerns (in an objective and non-judgemental way).
- Intervene when immediate action is required to ensure the health, safety and wellbeing of employees when carrying out their job role.

4. Policy principles

- 4.1. We require all employees to report for duty free from the effects of alcohol and illegal drugs. It is not acceptable to be under the influence of alcohol or illegal drugs at work and doing so may be considered gross misconduct.
- 4.2. Employees are not permitted to consume alcohol or illegal drugs during working hours. This includes attending conferences, training and employee events (during working hours).
- 4.3. Where an employee has been invited to attend a networking event with peers, evening meal after a conference / training event, or other work-related social event out-with normal working hours, they must take a responsible approach to their alcohol intake. Where it is deemed an employee has acted inappropriately at such an event, they may be subject to action under the Association's Disciplinary Policy.
- 4.4. Where the Association hosts an event where tenants, customers or other stakeholders will be in attendance, employees must use restraint when consuming alcohol and ensure that they are not impaired by alcohol consumption. Employees must remember that they are representing the Association at these events (even if not in an official capacity).

5. Legislation update

- 5.1. We have a duty to ensure the health, safety and welfare of employees under the Health and Safety at Work Act 1974. Any employee under the influence of alcohol or drugs at work could be placing others at risk. Therefore, we must take action when we believe an employee is working under the influence of alcohol or drugs to ensure they do not put themselves or others under risk.
- 5.2. The Misuse of Drugs Act 1971 makes it an offence to possess, supply, offer to supply or produce controlled drugs without authorisation. Therefore, we must ensure that all employees adhere to this legislation and take appropriate action when we believe an employee has breached this legislation (including reporting the incident to the Police).
- 5.3. The Psychoactive Substances Act 2016 makes it an offence to produce, supply, offer to supply, possess with intent to supply, possess on custodial premises, import or export psychoactive substances. New psychoactive substances (legal highs) contain one or more chemical substances which produce similar effects to illegal drugs (like cocaine, cannabis and ecstasy).

6. Definitions

6.1. For the purposes of this policy, the following definitions apply:

- Alcohol misuse: refers to an alcohol related problem which is defined as any drinking either intermittent or continual, which interferes with a person's health and social functioning and/or work capability or conduct.
- Drug misuse: refers to use of illegal drugs and the misuse whether deliberate or unintentional of prescribed medicines or solvents, over the counter from pharmacies and other retail outlets.
- Drug: refers to any drug whether illegal, over the counter from pharmacies and other retail outlets, or legal substances such as solvents (which is covered by the Misuse of Drugs Act 1971). In the case of prescribed drugs, their possession and proper use is acknowledged as legitimate.
- Psychoactive Substance: refers to any synthetic and herbal products (legal highs) which are covered in the Psychoactive Substances Act 2016. A psychoactive substance is any substance which is capable of producing a psychoactive effect in a person who consumes it. For the purposes of this Act a substance produces a psychoactive effect in a person if, by stimulating or depressing the person's central nervous system, it affects the person's mental functioning or emotional state; and references to a substance's psychoactive effects are to be read accordingly.

7. Managing Misuse

7.1. We will manage misuse depending on the circumstances, nature, and impact.

7.2. Misuse of alcohol and other legal substances will be dealt with under the following categories:

- Overindulgence
Where an issue arises concerning alcohol (or legal substances) overindulgence that results in socially unacceptable or dangerous behaviour but which is not related to a physical or psychological dependence. This will be treated as a conduct issue and will be dealt with under the Association's Disciplinary Policy.
- Dependence
Where an issue arises concerning alcohol (or legal substance) dependency and interferes with an employee's work, this will initially be considered as an ill-health issue and managed in accordance with the appropriate procedures. However, where there is no improvement, support is not accepted, or programme not completed, we will investigate in line with the Association's Disciplinary Policy.

7.3. Where the misuse is directly related to illegal substances, this will be considered gross misconduct and dealt with under the Association's Disciplinary Policy. Where there is suspicion that an employee has broken the law on Association premises with regard to illegal drugs, (i.e. possessing, supplying, offering to supply or producing controlled drugs), the Association will involve the Police.

8. Support & guidance

- 8.1. Employees who have an alcohol or drug related problem will be encouraged to seek help and treatment voluntarily and will be granted appropriate time off to undergo treatment. This will be treated as sick leave and will fall within the Association's Sick Pay Scheme.
- 8.2. Following treatment, the employee will be able to return to the same job unless it is considered the resumption of duties would be inconsistent with the resolution of the employee's alcohol or drug related problem. Every consideration will be given to finding suitable employment for employees whom it is considered should not resume their previous duties after treatment.
- 8.3. Where an employee's conduct, performance or behaviour is being investigated under the Association's Disciplinary Policy and the cause is believed to be related to alcohol or drug misuse, the employee will be offered the opportunity to address their misuse prior to any conclusions or disciplinary sanctions being made. If the employee rejects the offer of referral, normal disciplinary measures will be applied.
- 8.4. Any investigation process (as per point 8.3) will continue once the employee has sought support. However, the outcome will include person-centred support plans to ensure that the employee is equipped to be able to carry out their job role moving forward.
- 8.5. The Association acknowledges that relapse is common with alcohol and drug problems. Employees will normally be supported through one relapse after treatment. This will be considered in conjunction with medical information sought.
- 8.6. Subsequent relapses will be reviewed on a case-by-case basis, taking into account the needs of the department affected and the needs of the organisation. Employees should be aware that the disciplinary route may be followed after subsequent relapses.

Appendix 1 – Equality & Human Rights Impact Assessment

Policy	Alcohol, Drug & Psychoactive Substance Misuse Policy		
EIA Completed by	Corporate Manager	EIA Date	April 2025
1. Aims, objectives, and purpose of the policy / proposal			
The aim of the policy is to ensure that all employees, are made aware of our position with regard to alcohol, drug and/or psychoactive substance misuse, and provide guidance and boundaries on appropriate assistance and support to employees with issues relating to alcohol or substance misuse.			
2. Who is intended to benefit from the policy / proposal?			
All employees.			
3. What outcomes are wanted from this policy / proposal?			
The main aim of our policy is to create a culture of openness and honesty, where employees feel confident in asking for support and advice when required and strive to give them the confidence to deal with any such problems.			
4. Which protected characteristics could be affected by proposal?	<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
	<input type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
	<input type="checkbox"/> Race	<input type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.			
Addictions and dependency are not considered disabilities under the Equality Act.			
6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4			
7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).			
8. Consider the impact and actions to be considered for the following Human Right articles:			
Article 6: Right to a fair trial			
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.			
Impact: n/a	Actions:		
Article 8: Right to respect for private life, family life & the home			
Everyone has the right to access and live in their home without intrusion or interference.			
Impact: n/a	Actions:		
Article 14: Prohibition of discrimination			
Everyone has equal access to the other rights contained in the Human Rights Act.			
Impact: n/a	Actions:		