

1. Policy Statement

NHSBT have a zero-tolerance policy of the consumption of alcohol or the abuse of drugs (including prescription or 'over the counter' medication) or other substances both in the workplace and where your performance at work is likely to be compromised. This policy applies to all employees, including fixed term/seconded's and honorary contracts; agency workers; contractors; bank workers and volunteers. The abuse of alcohol, drugs and other substances, such as solvents, can badly affect your performance at work, with a possible risk to donors, patients, to you and others.

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.

The misuse or abuse 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 recognise that in some instances, consumption may be an indication of a health problem, and therefore may not result in immediate discipline. We are committed to supporting your wellbeing therefore should you identify and acknowledge you have a problem, we will encourage you to seek advice and support before your work performance is impacted, and your own, your colleagues, and donor or patient safety is compromised.

When using this policy, you also need to refer to the FAQ's (Knowledge) and the Health and Wellbeing Policy.

Talk to your manager

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, you must speak to your manager or manager's manager to seek their advice and support. You may self refer or your manager may refer you to Occupational Health (OH), 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 and Flexible Working Policy to see how they can support you in these circumstances.

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 abuse 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 you have not raised this previously.

If your manager becomes aware of any suspected potential abuse or a related problem e.g. as a result of observations of worsening work performance, erratic timekeeping and/or behavioural problems, they will speak with you about their concerns, and may refer you to OH as above.

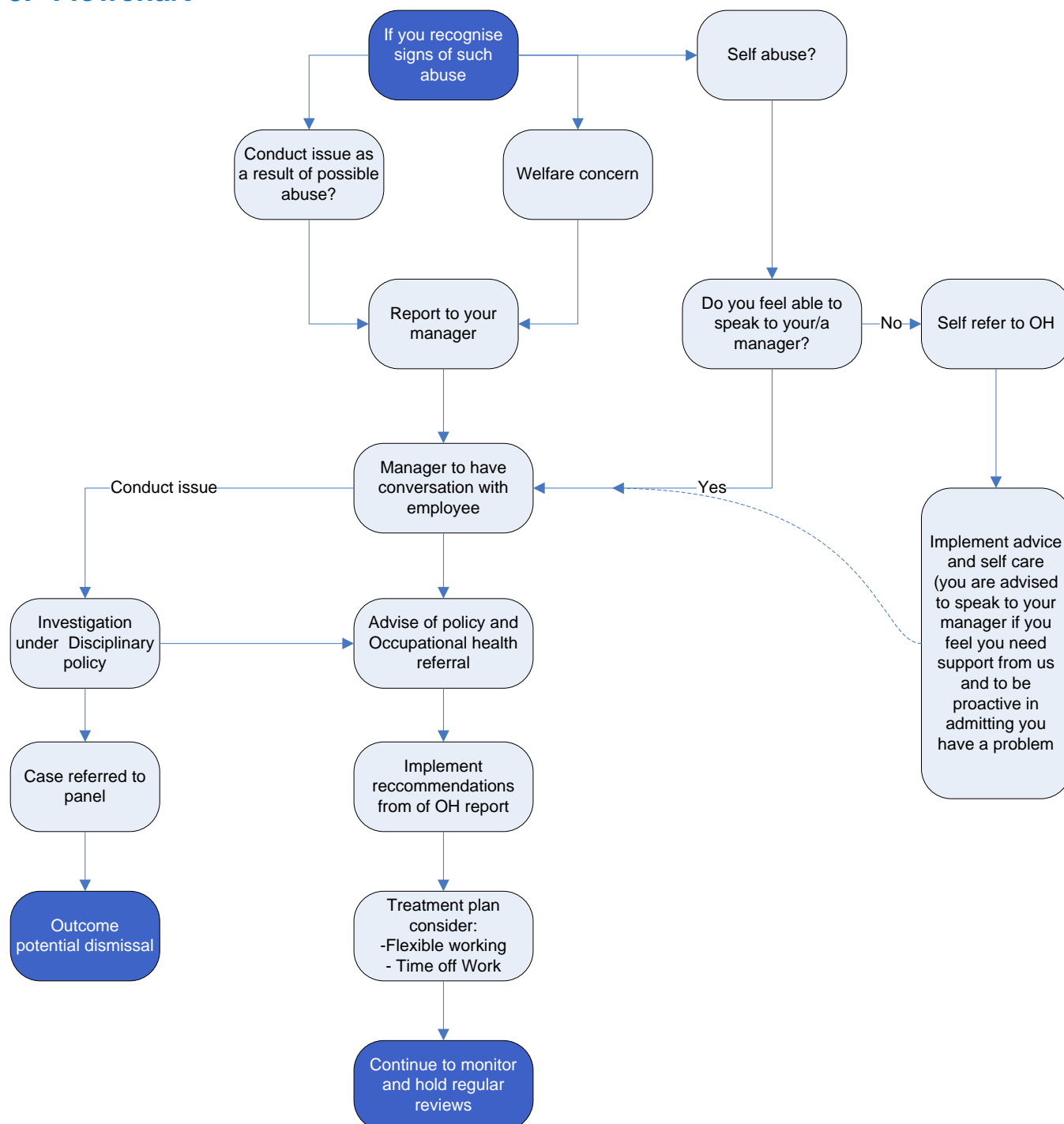
You must ensure that you report any incidents of alcohol, drug or substance misuse or abuse that you become aware of.

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, HPC, where appropriate.

3. Flowchart



4. Policy Approval and Review

Policy version	UCD/Workforce/Alcohol/008v1.1
Title	Alcohol, Drug & Substance Abuse Policy
Approved by SPC	July 2015
EIA completed	7 th August 2015
Counter Fraud check	3 rd August 2015
This document replaces	UCD/Workforce/Alcohol/008v1.0
Effective Release Date	1 st March 2016
Review Date	November 2019
Author	Daryl Hall
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Distribution	All Staff and Managers; available on People First