

Workplace Alcohol and Drug (other Substance use) Policy

This policy sets out the process for managing and supporting staff where substance use is known, suspected or advised by a people who work for the Trust.

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Policy on a page

Please note that this is designed to act as a quick reference guide only and is not intended to replace the need to read the full policy.

Summary and Aim

This policy describes how we support and manage staff who have issues with alcohol, drug or other use. It identifies support and treatments available and how to access them and includes practical measures to be used when a concern is brought to attention.

The Trust recognises that substance use is primarily a health problem and that disciplinary procedures should only be used as a last resort where there is an impact on staff behaviours, performance or conduct. The aim of the policy is to prevent staff who notify that they use alcohol, drugs or other substances altering their everyday functioning in ways that risk damaging their health or compromise their conduct or capacity in the workplace.

In addition to ensuring that appropriate help and treatment is available at the earliest opportunity to individuals who request or require it, the Trust is committed to providing a supportive education programme for all employees and to promoting healthy lifestyles. The Trust Health and Wellbeing supports available can be found on <https://staffnet.leicspart.nhs.uk/your-working-life/health-and-wellbeing/>

The Trust will also endeavour to identify and provide support where there may be factors at work which could contribute to substance use problems. The Management of Stress at Work Policy should be referred to in this respect.

Target Audience

This policy applies to all staff directly employed by the Trust, bank workers, trainees and volunteers. For medical staff this policy and procedure will be applied in conjunction with the 'Maintaining High Professional Standards in the Modern NHS' framework and the Managing Concerns About Medical Staffing Policy.

Training

Training provided to new managers and refresher training for experienced managers.

Key Requirements

The policy applies to all staff substantively employed by the Trust. It will apply to bank workers, volunteers and trainees. For medical staff this policy and procedure will be applied in conjunction with the 'Maintaining High Professional Standards in the Modern NHS' framework.

The fair treatment of staff supports a culture of fairness, openness and learning by making staff feel confident to speak up when things go wrong, rather than fearing blame.

When staff identify that they are in need of support under this policy or where a concern is suspected of substance use, a supportive and prompt approach will be actioned and agreed to actions to be taken under this Policy. This may include additional support, treatment guidance and referral to Occupational Health.

The over-arching principle of this Policy is that action taken should be reasonable, proportionate and take account of risk and health factors.

The Trust is committed to working in partnership with trade union representatives throughout formal processes.

For Further Information Contact: lpt.hradvisoryteam@nhs.net

1.0 Introduction and Purpose

- 1.1 The policy relates to cases where use of alcohol, drugs and use of substances is disclosed, known or suspected, and applies equally to all staff at work. Managers and employees will have the same opportunities for counselling and referral and will be given the same consideration at every stage.
- 1.2 The policy is seen as an integral part of Health, Safety & Welfare of Employees and should be read in conjunction Attendance Management and Wellbeing Policy and Procedure and the Stress at Work Policy.
- 1.3 Visitors and employees of contractors working on Trust premises will be expected to adhere to those parts of the policy relating to bringing substances on to the premises, being under the influence of substances and conduct towards staff.
- 1.4 Although the policy is not intended to apply when prescribed medicines are taken as directed, it is recognised that these may impair performance or give rise to behavioural problems which may result in the procedure being invoked. Staff in such circumstances should be able to benefit under its provisions on advice from Occupational Health.
- 1.5 This policy sets out the procedure for dealing with the use of alcohol, prescribed drugs and other substances by employees of LPT. It identifies support and treatments available and how to access them and includes practical measures to be used when a concern is brought to attention.
- 1.6 The Trust recognises that substance use and harmful use is primarily a health problem and that disciplinary procedures should only be used as a last resort.
- 1.7 In addition to ensuring that appropriate help and treatment is available at the earliest opportunity to individuals who request or require it, the Trust is committed to providing a supportive education programme for all employees and to promoting healthy lifestyles.
- 1.8 It will also endeavour to identify and provide support where there may be factors at work which could contribute to substance use problems. Management of Stress at Work Policy should be referred to in this respect.
- 1.9 This policy and procedure reflects the ACAS Code of Practice on disciplinary and grievance procedures and also takes account of the NHS Improvement “Just culture” recommendations and the Trusts commitment to developing a just and learning culture. As part of upholding standards for our patients and staff, it is inevitable that there are times when formal procedures and action will need to be followed; however

is it essential that people are treated with kindness, empathy and compassion in line with Trust Values, regardless of the circumstances.

2.0 Policy Requirements and Objectives

- 2.1 The use of alcohol and substances such as illicit/prescribed drugs can adversely affect work performance and behaviours and may lead to increased levels of absence. It may also reduce awareness of risks so that accidents are more likely, and in extreme cases may lead to outbursts of violent or abusive behaviour. As such, it is detrimental to the individual, other members of staff, visitors, patients and the organisation as a whole.
- 2.2 The Trust would be failing in its duty under the Health & Safety at Work Act if it were knowingly to allow an employee who appears to be under the influence of excess alcohol or drugs to continue working without doing anything either to help the individual or to protect the rest of the workforce.
- 2.3 This document sets out the Trust's policy and procedure where concern is identified that a member of staff is using alcohol, prescribed drugs and other substances. For convenience, these are referred to throughout the document under the term "substance use".

3.0 Duties within the Organisation

- 3.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.
- 3.2 The Trust Policy Committee is mandated on behalf of the Trust Board to adopt policies.
- 3.3 The Workforce Development Group will be responsible for the implementation of the Workplace Alcohol and Drug (other substance use) Policy, monitoring the effectiveness of the policy and resultant action plans.
- 3.4 Human Resources will be responsible for:
 - The implementation of this policy, including appropriate application of the policy in HR Essential training.
 - For providing advice and support to employees and managers to ensure robust, consistent and fair implementation of this policy.
 - In conjunction with the Occupational Health Department and departmental managers, Human Resources will also be responsible for undertaking or advising of regular reviews of working practice and the workplace environment and culture with a view to minimising any identified stress factors that may have the potential to encourage substance use in the workplace.
 - Act as a contact point for enquiries from managers and staff about substance use concerns or problems.
- 3.5 Line Managers will be responsible for:
 - Familiarising themselves with the policy and procedure and ensure that employees understand what is expected of them with regard to attendance, work performance, behaviour and safety.
 - To assist and support employees with substance use problems and initiate the referral procedure as required and sign post to supports available.

- 3.6 Employees will be responsible for the following:
- All staff has a duty under the Health & Safety at Work Act to inform their immediate manager of any condition which may present a risk to themselves or others and are advised to seek the assistance of the Occupational Health Department, their Trades Union or Professional Organisation in such cases.
 - Where an individual is unsure/concerned about any aspects of substance use that may be harmful – they should speak to their manager. Support from Occupational Health via a management referral will be sought as soon as possible.
 - Staff should be informed of this policy, and it is the responsibility of individual managers to ensure compliance in their areas.
 - Comply with duties under Road Traffic Act by reporting any suspicions to their line manager.
 - Staff regulated by a professional body should report as required to their regulatory requirements.

4.0 Managing Staff with Alcohol, Drug or other Substance use problems

- 4.1 This policy describes how to support staff with alcohol, drug and other substance use issues. Staff may contact their manager to disclose that they are struggling with Drug, Alcohol or substance use problems. In these circumstances managers are advised to take time to speak to the staff member about the situation and understand if this is impacting on their ability to be at work, their performance or conduct. A referral to Occupational Health should be discussed with the staff member at this time to ask about support and if the staff members disclosure has an impact on their ability to attend at work or in undertaking any particular duties. Advice should be sought from the HR Advisory team at the point that the staff member has informed you that they have a problem or where concerns are noted in behaviour or conduct.
- 4.2 Staff who disclose information regarding a substance use or harmful use problem, will not be subject to disciplinary action even if they then reject referral to specialist help or discontinue an agreed recovery programme provided that work performance, conduct or behavioural problems do not arise. Any member of staff who knows or suspects that they have a substance use or harmful use problem is encouraged to seek help voluntarily, this may be via their own GP. Additionally, they can contact the Trust Counselling Service, AMICA. A current list of advisory services is attached (Appendix 1).
- 4.3 Where deterioration in job performance, conduct, risk awareness or behavioural problems are observed or are concerning and are potentially related to alcohol or some other type of substance use, then the member of staff should be spoken to immediately. An urgent referral to Occupational Health will be made to ask for information about the employees' ability to remain at work safely and to understand future treatment to support them. The employee should be advised that a referral is required to give full protection under this policy. There may be occasions where the employee is able to give evidence of appointments or attempts to address the problem themselves. This may need to be considered by Occupational Health. **For urgent or immediate advice, the LPT Lead Nurse or Doctor can be contacted at Occupational Health.** Details of questions to ask Occupational Health are included

as part of Appendix 2 of this policy. In these circumstances a short cooling off period should be considered whilst urgent advice is obtained.

- 4.4 Occupational Health will provide advice and guidance following the appointment. The member of staff will be encouraged to participate in the course of treatment offered and will be given paid leave as necessary to attend any related appointments. Where the member of staff agrees to participate in a course of treatment, they will be required by the Trust to sign an Alcohol, Drug and Substance Harmful Use Rehabilitation Agreement (Appendix 3).
- 4.5 Any member of staff who has disclosed a substance harmful use problem will be encouraged to have substance use tests. Participation in a course of treatment should be recorded with the Alcohol, Drug and Substance Harmful Use Rehabilitation Agreement. This support would normally be for up to a two-year period. This will include engagement and testing as determined by the Occupational Health department advice. Variations to the two-year period will be directed by Occupational Health and agreed with the member of staff.
- 4.6 All substance use or harmful use problems will be treated in the strictest confidence. Advice should be sought for any safeguarding disclosure or concerns by contacting the Trust Safeguarding team on LPT.safeguardingteam@nhs.net
- 4.6.1 Random drug and alcohol testing can also be undertaken on any staff member whilst at work to support staff's wellbeing and that of those whom they come into contact to promote and ensure safe use of equipment and practice. A random alcohol breathalyser test will be undertaken. A semi-random substance use test can be undertaken by Occupational Health by appointment. The results of the tests either positive or negative will be reported back to management.
- 4.6.2 Once a management referral has been submitted to the Occupational Health Department a report will be provided that will inform the manager only as to whether:
- a substance use problem has been confirmed.
 - the employee is able to undertake their current duties and further support.
 - a programme of help / treatment has been agreed.
 - Outcome of the results of the random screen (positive or negative).
- 4.6.3 No details of the actual problem or treatment will be disclosed to management without the employee's permission and none will be recorded in their personal file, unless there is a risk identified to themselves or where there is an opinion that it is in public interest or patient safety that the employee is advised not to undertake any patient care activity or drive. See section 5.6.1. App 3 Alcohol, Drug and Substance Harmful Use Rehabilitation Agreement notes consent for test results to be shared with the employer.
- 4.7 Regular appraisals of the working practices and workplace environment will be undertaken with a view to minimising any identified risk to the employee's health status. If any concerns detected in regard to staff who work predominantly from home via virtual meetings or telephone communications a face-to-face review should be arranged as soon as possible.

- 4.8 If an employee is diagnosed as having a substance use problem, their employment rights will not be affected.
- 4.8.1 Every effort will be made to enable the employee undertaking / having undertaken a treatment programme, to remain in / return to the same job. On the advice of the Occupational Health Department and Human Resources, and where circumstances permit, the following arrangements may be implemented on a temporary basis:
- Reduction in hours.
 - Modification and/or restriction of duties
 - Transfer into another post / department.
- Failing this, staff deemed unfit to undertake their normal duties will be entitled to sick leave in line with the Trust Attendance management and Wellbeing Policy and Procedure.
- 4.8.2 In circumstances where a return to the same job is not possible, including where this would jeopardise their own welfare and safety or that of other staff, every effort will be made to find comparative alternative employment position. At this point a formal meeting will be held to advise the member of staff of the redeployment process and possible outcomes. It is envisaged that the redeployment process will reflect that of the Attendance Management and Wellbeing policy and procedure redeployment process, with 12 weeks' notice issued.
- 4.8.3 There will be no demotion unless by mutual agreement or where disciplinary procedures have been involved. There will need to be consideration of where there would be a suitable alternative position.
- 4.8.4 Having resolved the problem to the satisfaction of the Trust's Occupational Health Physician, the employee's promotion prospects will not be affected.
- 4.8.5 Employee's pension rights will be protected. This, however, may be affected if there is a move to a lower banded post or reduction in hours.
- 4.9 If a relapse occurs following a return to work, after or during a recovery programme, the case will be re-assessed, and further advice would be sought from Occupational Health and Human Resources Advisory team. Advice from the Occupational Health referral should be discussed and appropriate support and actions should be agreed and recorded.
- 4.10 Employees who initially refuse to accept referral and whose work performance / behavioural problems continue or recur may be offered a second opportunity to accept and co-operate with a course of treatment.
- 4.11 Employees who accept referral and co-operate with the agreed treatment programme but whose performance / conduct does not improve will have their cases dealt with under the Supportive Performance Management Policy and Procedure and/or the Trust Disciplinary Policy and Procedure.
- 4.12 Substance use will give rise to disciplinary action in the following circumstances:

- 4.12.1 If help is refused on more than one occasion or the individual repeatedly fails to co-operate with the treatment programme and their performance, behaviours or conduct does not improve.
- 4.12.2 In the case of behaviour regarded as 'gross misconduct' e.g. violence or threats of violence, use of foul or abusive language, being under the influence of alcohol or drugs to such an extent as to put themselves or others at risk, the member of staff should be referred immediately to Occupational Health. According to the circumstances and in anticipation of Occupational Health advice a "cooling off" period may be considered. Disciplinary proceedings may then be suspended / withdrawn subject to agreement to a programme of help / treatment and agreement to a Support/Rehabilitation programme – Appendix 3. This will be considered on a case-by-case basis and in consideration of the harm or risk identified.
- 4.12.3 The bringing of an illegal substance onto the premises will be regarded as 'gross misconduct' and, where trafficking is suspected, the police will be notified immediately as required under the Misuse of Drugs Act 1971.
- 4.13 Staff will have the right to be represented by their Trade Union representative at all stages of the referral procedure and any subsequent formal disciplinary proceedings. In circumstances where Trade Union representatives are not present, employees can be supported by a work colleague.
- 4.14 Victimization of employees undergoing / having undergone treatment (or breaches of confidentiality in relation to this) will itself give rise to disciplinary proceedings.

5.0 Awareness

- 5.1 All managers should make themselves aware of this policy to ensure they understand it and the reasons for it and their role in it. The manager should use the principles of the CUBE feedback model - based on defining; Context, Understanding, Behaviour and Effect – to support these conversations. Where further support, guidance or training is indicated this should be organised without undue delay.
- 5.2 Existing employees should be made aware of the policy, and it will be brought to the attention of new starters at induction.
- 5.3 It is recognised that there is a benefit for appropriate training and awareness raising, therefore the Trust would look to support staff to undertake relevant training in the causes and effects of substance use including what to do if there are concerns regarding staff at work relating to possible substance use or harmful use, what counselling and treatment is available and how to approach staff who may need to be referred for counselling and treatment. Guidance is given as part of the Attendance Management and Wellbeing training workshops and Essential HR training. Training will be for staff who will be more directly involved, including Trades Union representatives.
- 5.4 Information on the problems of substance use and harmful use is available to all staff via the staff net Health & Wellbeing pages and Occupational Health when referred. There are advisory services identified in Appendix 1.

5.5 All employees will be made aware of how to identify problems and deal with specific risks such as violence via Mandatory Training.

6.0 Standards/Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 12) <i>Requirements relating to workers</i> regulation (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 CQC essential standards	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 12.

7.0 Dissemination and Implementation

7.1 The policy is approved by the Leicestershire Partnership NHS Trust Workforce Development Group and is accepted as a Trust wide policy. This policy will be disseminated immediately throughout the Trust following ratification.

7.2 The dissemination and implementation process is:

- Line Manager will convey the contents of this policy to their staff
- Staff will be made aware of this policy using existing staff newsletters and team briefings
- Occupational Health to support and advise on agreed treatment plan
- The Policy will be published and made available on Staffnet.

Appendix 1 Advisory Services

Any Substance use	General Practitioner/Family Doctor NHS Live Well Services - www.nhs.uk/live-well/addiction-support/drug-addiction-getting-help/
Occupational Health Department	Glenfield Hospital Baldwin Lodge Groby Road Leicester LE3 9QP Tel: 0116 225 5307 oh.lpt@uhl-tr.nhs.uk
AMICA staff counselling and psychological support services	Tel: 0116 2544388 www.amica-counselling.uk
Alcohol use	Alcoholics Anonymous (24 Hour Helpline) Tel: 0800 9177650 help@aamail.org Drink Line Tel: 0300 1231110 www.drinkaware.co.uk/alcohol-support-services Turning Point Leicester City Hub Tel: 03303036000 www.turning-point.co.uk
Drug use	National Drugs Helpline 0800 776600 www.supportline.co.uk
Solvent use - Only	Re-Solv Society for the Prevention of Solvent Misuse Tel: 01785 810762 Email: c4r@re-solv.org

Appendix 2

MANAGEMENT REFERRAL PROCEDURE

To be followed where the manager has identified a work performance, behaviour or conduct problem which may be due to substance use.

1. The matter should be reported immediately to the relevant manager, who should, in consultation with Human Resources Advisory Team, arrange to meet the individual as soon as possible.
2. Unless prompted by 'gross misconduct' as described in the policy, such meetings will not be regarded as disciplinary action. However, the employee may be accompanied by a Trade Union or staff organisation representative, where possible and where this does not delay in meeting with the member of staff.
3. If the manager feels that there is evidence of substance use, a referral should be made to Occupational Health (followed up in writing) and the employee should be advised that if they refuse this offer, then the normal disciplinary procedures may be applied. Urgent or immediate advice can be sought from the Occupational Health. A short cooling off period can be used until Occupational Health advice is obtained.
4. If the referral is accepted, the employee will be seen by Occupational Health and further appointments may be made as appropriate in conjunction with specialist services and the employee's GP.
5. Occupational Health will inform the manager whether:
 - a substance use problem has been confirmed
 - the recommended programme of help / treatment has been accepted
 - the employee is able to continue to undertake their current duties.

Appropriate questions to include on the referral are:

- Can you advise if the staff member has a drug, alcohol or some other substance use issue?
- *Where is this confirmed* - please advise if employee is engaging in a programme of help or treatment they are required to undertake?
- Has the member of staff confirmed that they are willing to undertake the programme or treatment plan as outlined?
- Are there any restrictions on their work activities that should be considered or put in place?
- What other support can we provide?

These questions need to be included in the referral sent to Occupational Health.

6. Where the employee is not considered to be suffering from a substance use problem and the Occupational Health Physician is unable to find any contributory medical reason for the alleged work performance or behavioural problem, the matter will be referred back to be dealt with as appropriate under the Supportive Performance Management Procedure or Disciplinary Procedure.

7. Where a substance use problem is confirmed but the recommended treatment programme is rejected then disciplinary action may be taken in accordance with the Disciplinary Policy and Procedure.
8. Where a rehabilitation programme is accepted, the manager should hold regular review meetings with the employee. Management expectations as to future standards of performance, behaviour and conduct should be clearly stated and agreed with the employee and consideration should be given to any recommendations to alter working practices on the advice of Occupational Health and Human Resources, Advisory Team. Employees may have their representative present at all such meetings. Any disciplinary proceedings may be withdrawn. This will be considered on a case-by-case basis.
9. The manager will be informed by Occupational Health of any non-adherence to the agreed programme and will then need to consider whether on the merits of the case, the employee be given another chance, or disciplinary action is taken. Where staff do not attend two or more appointments with Occupational Health measures will be taken in accordance with the information available at that time.
10. Where an individual has disclosed a substance use problem which is having an unacceptable effect on work performance or conduct or which subsequently gives rise to a performance or conduct problem, the manager should offer a referral to Occupational Health as in point 3 above and follow the procedure from that point.
11. If another member of staff suspects a colleague of being affected by substance use and the manager feels that action is justified by their concerns, the matter should be reported to the appropriate manager who will discuss this with the employee and if performance, behaviours or conduct is at issue should offer a referral to Occupational Health (which will be followed up in writing) as above. The employee may have their representative present at such meetings where they are available, and this does not delay the arrangements for the meeting.

Appendix 3 Agreement

LEICESTERSHIRE PARTNERSHIP NHS TRUST (In conjunction with Occupational Health)

Alcohol, Drug and Substance Harmful Use Rehabilitation Agreement

I am undergoing/about to undergo treatment for a drugs/substance use/alcohol use problem. As a condition of my continuing employment, I agree to the following:

- 1) I agree to follow the prescribed treatment/rehabilitation support programme outlined by the treatment facility selected.
- 2) I agree to comply with the employers' referral and attending the Occupational Health Department for on-going assessment and random testing of the problem and for results of tests undertaken by Occupational Health to be shared with my employer.
- 3) I agree with the treatment agency liaising with the Occupational Health Service with regard to level of attendance, co-operation with treatment and results of screening as evidence of progress. This information will continue to be otherwise confidential and will be used by Leicestershire Partnership NHS Trust only in assessing my progress, in conjunction with Human Resources and Management.
- 4) I understand that the Leicestershire Partnership NHS Trust's Workplace Alcohol and Drug (Other Substance use) Policy and my signing this agreement does not constitute a waiver of management responsibilities to maintain discipline and good conduct. I understand that any unacceptable form of behaviour or poor performance may lead to disciplinary action up to and including my dismissal.
- 5) Where concerns of performance/behaviour are highlighted, I understand that I need to improve my work performance/behaviour to an acceptable level within the agreed time scale.

Signed employee Date

Name (Printed)

Manager signature Date

Copies: Manager
 Occupational Health
 Employee

Appendix 4 Governance

Version control and summary of changes

Version number	Date	Description of key change
1	January 2016	Reference to former organisations taken out, i.e. LCCHS and LCR policies.
		Taken out reference to Capability and replaced with Performance.
		Removed option for staff to bring a friend to meetings, 5.13 and 7.2 to be aligned to other LPT policies
		Change reference of Sickness policy to Management of Ill Health Policy and Procedure.
		Appendix 2 and 11 – point 2 added for staff side representative to be invited where possible and does not delay the meeting.
		Appendix 1 – Advisory Services contact details updated.
		6.4 Information on problems on substance misuse available from Occupational Health and links to the Trust Wellbeing Zone.
2	July 2016	Appendix 2 - point 2 added that representative can accompany at meetings if they are available and does not cause a delay.
		5.1 Added in reference to AMICA services.
		5.5 Further description of testing in this paragraph. A random alcohol breathalyser test will be undertaken by LPT. A semi-random substance misuse test can be undertaken by occupational health by appointment. These tests will be undertaken jointly by Occupational Health and the Trust
		5.6.1 added in - Consent may not be sought where there is an opinion that it is in public interest or patient safety that the employee is advised not to undertake any patient care activity or drive.
		5.6.3 Added in unless a risk to themselves or others is identified. Added - where there is an opinion that it is in public interest or patient safety that the employee is advised not to undertake any patient care activity or drive.
		5.8.2 Added - at this point a formal meeting will be held to advise the member of staff of the redeployment process and possible outcomes. It is envisaged that the redeployment process will reflect that of the Ill Health Management policy and procedure redeployment process, with 12 weeks' notice issued.
		5.9 taken out further period of paid leave and job protection and added that further advice from Occupational Health and HR to be sought.

2	July 2016	5.11 Added in referral to Disciplinary Procedure as well as Performance as this section refers to performance and conduct.
		6.2 taken out where reference to the Handbook as this policy is not specifically referred to in this.
		Taken out Flow Chart – Appendix 4.
		NHS Constitution checklist added – Appendix 4
2	Sept 2016	Taken out reference to reference to LPT Recovery Partnership Alcohol and Drug services.
		Added Training section 11.0
		2.2 Amended to say, “who appears to be”.
		2.1 added “illicit/prescribed” drugs
		4.3 changed to read “For providing advice and support to employees and managers to ensure robust, consistent and fair implementation of this policy”
3	April 2019	Taken out of 4.3 in regards to training courses – “and in particular for organising training courses in conjunction with suitable counsellors and organisations skilled in alcohol and drug related problems”. Insert detail of inclusion of discussion of this policy in HR Essential training.
		5.11 Updated reference to policy to “Supportive” Performance Management Policy and Procedure.
		5.6.3 removed “written” permission. Added that consent to share results will be confirmed in App 3 Rehabilitation Agreement.
		Appendix 2 points 3 and 11 have added the referral to Occupational Health will be followed up in writing.
3	June 2019	Appendix 3 point 2 added for results of tests undertaken by Occupational Health to be shared with my employer
3	July 2019	Updated term “harmful use” and misuse built into policy wording.
4	July 2022	Added to section 5.7 wording included for consideration of staff who work predominantly from home where concerns are identified.
		6.1 principles of CUBE feedback model added.
		5.5 added random drug and alcohol testing can be undertaken on any staff member whilst at work to support the individual’s wellbeing and that of those whom they come into contact with whilst at work but to also promote and ensure safe use of equipment and practice.
4	October 2022	4.6 added - Where an individual is unsure/concerned about any aspects of substance misuse that may be harmful – they should speak to their manager and seek support from Occupational Health to discuss this as soon as possible.
		5.5 added detail to note that participation in a course of treatment under an Alcohol, Drug and Substance Harmful Use and Misuse Rehabilitation Agreement concern has been identified testing and engagement

		with Occupational Health would normally be for a two year period. This will include engagement and testing as determined by the Occupational Health department. Variations to the two year period will be directed by Occupational Health and agreed with the member of staff
		5.9 . Advice from the Occupational Health referral should be discussed and appropriate support and actions should be agreed and recorded.
		5.12.2 added consideration of a cooling off period on a case-by-case basis.
5	May 2025 updated October 2025	Transferred to new policy template.
5.0	July 2025	Section reworded to explain in detail when managing staff who have substance misuse issues.
5.1	July 2025	Added that the policy describes how to support staff with alcohol, drug and other substance use issues Detailed explanation of management actions when staff member advises themselves of potential alcohol or other substance misuse.
5.3	July 2025	Explanation where it is identified that a staff members work performance, behaviour or conduct is a problem which may be due to substance misuse and where this becomes an issue, the management referral process outlined in Appendix 2 should be followed. To consult with a member of the HR Advisory team and arrange to meet with the staff member. Urgent or immediate advice can be sought from the Occupational Health. A short cooling off period can be used until Occupational Health advice is obtained
5.3	July 2025	Reference to Duty Nurse removed as service no longer available. Suggested questions to be included in Occupational Health referral added.
App 1	July 2025	Advisory Services updated.
App 2	July 2025	Management Referral Procedure – added suggested questions for Occupational Health.
Title	October 2025	Change in name of policy to – Workplace Alcohol and Drug (other substance use) Policy.
		Amended use of words misuse and harmful throughout policy
5.0		Section 5.0 retitled - Managing Staff with Alcohol, Drug or other Substance use problems.
		Added advice detail for safeguarding.

Responsibilities

Responsibility	Title
Executive Lead	Group Chief People Officer
Policy Author	HR Business Partner

Governance

Governance Level	Name
Level 1 Assurance Oversight	People and Culture Committee
Level 2 Delivery Group for policy approval and compliance monitoring	Workforce Development Group
Consultation	Trust Policy Experts
	Staffside
	All LPT Employees Bands 7 and above

Compliance Measures

KPI (only need 1-2 KPI's per policy)	Where will this be reported and how often
Use of Disciplinary measures relating to Alcohol, Drug and Other Substance Misuse, number of cases managed under the Disciplinary Policy and procedure	Workforce Development Group Bi-monthly

Training Requirements

There is no training requirement identified within this policy however, awareness and support for alcohol or substance use and harmful use related problems is available to staff, union representatives and managers of the organisation. The LPT Human Resources department also offers training to managers who are supporting and managing staff such as the Essential HR training and Attendance Management and Wellbeing training which is referred to in this policy.

References

This policy was drafted with reference to the following:

- LPT Disciplinary Procedure
- LPT Supportive Performance Management Procedure
- LPT Attendance Management and Wellbeing Policy
- LPT Stress Management Policy
- LPT Trust Agile Working Policy.