

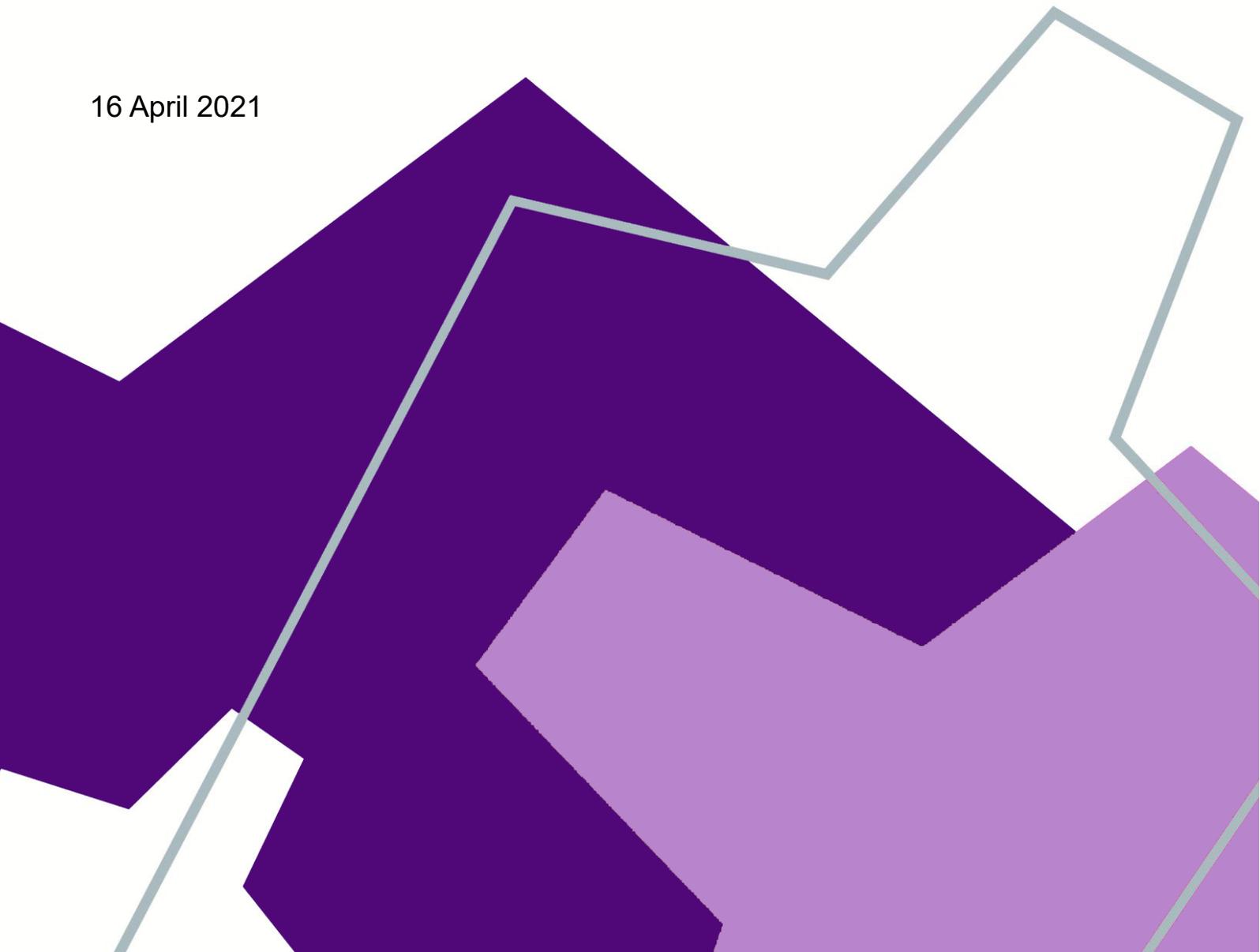


The Scottish Parliament
Pàrlamaid na h-Alba

Substance Abuse Policy

Poileasaidh Mì-ghnàthachadh Dhrogaichean

16 April 2021



Substance Abuse Policy

Policy:

The SPCB is committed to providing a safe and healthy working environment for all staff. Part of this commitment will include minimising the risks caused by alcohol and/or drug consumption or dependency. The SPCB also has a legal responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of staff and other building users. Individual members of staff are also responsible for taking reasonable care of themselves and others who could be affected by what they do at work. This policy has been developed with these commitments and legal responsibilities in mind.

The SPCB recognises such dependency as an illness that can seriously affect the health and work performance of any individual in terms of safety, efficiency, productivity and attendance. It also recognises the effects that it can have on work colleagues. We will take full account of the terms of the Equalities Act 2010 in the operation of this policy.

Who is covered by this policy?

This policy applies to all SPCB staff, those on secondment from other organisations and contractors. The support offered in the policy is for each employer to determine.

What is the policy?

The principles of the SPCB's policy on substance abuse, which applies to the use of illegal drugs, misuse of legal drugs or other substances such as solvents or alcohol, are that:

- You must not present yourself for work under the influence of alcohol or drugs. Under the influence means that there is a sufficient amount of a substance in your system to demonstrate that your performance is impaired or that you are likely to pose a risk to others.
- You must not consume alcohol in the office during normal working hours unless you have the prior agreement of your Head of Office/Group. The Head of Office/Group may agree to this if, for example, a small celebratory drinks party was being held to commemorate someone's retirement.
- When you are performing a representational role or if you can be identified as a parliamentary employee, either internally or externally, we expect you to adopt a mature and responsible attitude towards the consumption of alcohol.. This includes when visiting the Members' bar in Holyrood, or when attending external functions.

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What is the policy? (Continued)

- You must not be in possession of or sell illegal drugs whilst on duty and/or on our premises. This is a criminal offence under the Misuse of Drugs Act 1971 and anyone caught in this position will be reported to the police and will also be investigated under the SPCB's disciplinary procedures in relation to alleged gross misconduct. If the investigation finds that the allegation against you is well founded, you will be liable to sanctions up to and including dismissal without notice or payment in lieu of notice. You should be aware that committing an act of gross misconduct will normally result in your dismissal. If we have reasonable grounds to suspect that you are in possession of illegal drugs, we reserve the right to search you or your work area, including your desk, pedestal, cupboards, locker, bags, and car if it is on our premises.
- Neither must you sell prescription drugs whilst on duty and/or on our premises. Anyone caught selling prescription drugs will be reported to the police and will also be investigated under the SPCB's disciplinary procedures in relation to alleged gross misconduct. If the investigation finds that the allegation against you is well founded, you will be liable to sanctions up to and including dismissal without notice or payment in lieu of notice.
- If you take any drugs at work, with the exception of over the counter remedies, which have not been prescribed to you on medical grounds, you will, in the absence of any mitigating circumstances, be investigated under the SPCB's disciplinary procedures in relation to alleged gross misconduct. If the investigation finds that the allegation against you is well founded, you will be liable to sanctions up to and including dismissal without notice or payment in lieu of notice.
- We recognise that prescription and over the counter remedies can also have a negative effect on your performance at work. If you are in any doubt, you should discuss any possible side effects with your GP. If there is a possibility of any such side effects impairing your performance at work, you should inform your manager so that they can take these into account and adjust your duties if necessary.

What does "if your performance is impaired" mean?

Your performance is impaired if you cannot carry out your duties to the standard that is normally required for your job. However, other things may have an effect on your performance at work, for example, if your breath smells of alcohol. The smell of alcohol on your breath will affect people's views, not only about you, but also about the organisation. Work and alcohol are not a good mix.

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What happens if I breach the policy?

If you are employed by the SPCB, we will provide all of the support mechanisms described in this policy. This may include a compulsory referral to our Occupational Health Service provider in order to draw up and agree an assistance programme, if necessary. If you are on secondment from another organisation or a contractor, the responsibility to provide support and assistance lies with your own employer. Accordingly, if you breach this policy, we will inform your employer so that they might take any necessary action. This may result in the termination of the secondment etc. arrangements.

What are the signs of substance abuse?

Possible signs of substance abuse that you might look for include but are not restricted to:

- Sudden mood changes;
- Unusual irritability or aggression;
- A tendency to become confused;
- Abnormal fluctuations in concentration or energy;
- Impaired job performance;
- Poor timekeeping;
- Increased short term sickness absence;
- A deterioration in relationships with colleagues or Members;
- Any behaviour which might indicate the need to finance an expensive habit.

Remember that all of the signs shown above may be caused by other factors (such as stress for example) and should be regarded only as indicators that an employee may be misusing drugs, solvents or alcohol.

Why should I be aware of such signs?

The SPCB's policy aims primarily to provide support to staff who have a substance abuse problem. It is important, therefore, that if a member of staff is showing any signs of substance abuse, the appropriate support structure is put in place at the earliest possible time.



Taking Action

What to do if you suspect that someone has a substance abuse problem

Manager

Managers are often best placed to spot problems related to substance abuse. If you are the person's manager you should discuss it with them privately and you should take time to establish whether or not there is a substance abuse problem. If it is confirmed that there is, you should contact the People and Culture Office for advice on how to proceed. A representative from the People and Culture Office will help you to put in place the support mechanisms set out below. If the individual refuses to participate in this voluntary referral, the representative from the People and Culture Office will take it forward as a compulsory referral. The People and Culture Office will let you know what the agreed programme consists of and keep you informed of progress. If the member of staff refuses to acknowledge that they have a problem related to substance abuse but you continue to believe this to be the case, you should seek the advice of the People and Culture Office.

Colleague

Colleagues are often the first to suspect that someone may have a problem related to substance abuse. Although there may be an instinctive desire to cover up for a colleague, this does nothing to help them. In some circumstances, you may feel able to discuss the matter with them privately. If you do and if the person recognises that they have a substance abuse problem, you should encourage them to speak to their line manager who will make arrangements to put in place the support mechanisms set out below. If they don't recognise that there is a problem then you should tell them that you will raise your concerns with their manager so that help can be arranged.

What if I want to self-refer?

If you think that you need help, you should contact your manager straight away so that they can arrange for you to meet with someone from our Occupational Health Service provider. The purpose of this meeting will be to draw up and agree an assistance programme.

What is an assistance programme?

An assistance programme will be tailored to your own individual circumstances but may involve referral to an outside agency. Any absences from work to attend counselling sessions or rehabilitation programmes will be treated as sick absence.



Taking Action

What if I don't want to self-refer?

We will provide the same support and assistance as described above but this will be done as part of our disciplinary procedures if there are no mitigating circumstances. Any action we take will take account of the Equalities Act 2010.

What if I don't follow the assistance programme?

If you have self-referred and you do not follow the programme, you will be warned under the disciplinary procedures that failure to participate in or to abide by the assistance programme will result in your being subject to an investigation in relation to alleged gross misconduct. If the investigation finds that the allegation against you is well founded, you will be liable to sanctions up to and including dismissal without notice or payment in lieu of notice.

If you have been referred on a compulsory basis and you do not follow the programme, you will be subject to an investigation in relation to alleged gross misconduct. If the investigation finds that the allegation against you is well founded, you will be liable to sanctions up to and including dismissal without notice or payment in lieu of notice.

What if I complete the programme and have a relapse?

If you do have a relapse, the People and Culture Office will seek medical advice to establish how much more treatment/rehabilitation will be required in order for you to make a full recovery. The People and Culture Office will consider each case on its own merits and will take into consideration the likelihood (based on professional medical advice) that you will make a full recovery.

Where can I find help?

You can contact our free and confidential Counselling and Information Service by telephoning 0800 174 319. You will find sources of external information and assistance below.

Sources of External Information and Assistance

Your doctor

Alcohol Concern

Telephone: 020 7264 0510

E-mail: contact@alcoholconcern.org.uk

Website: www.alcoholconcern.org.uk

Alcohol Focus Scotland

Tel: 0141 572 6700

Email: enquiries@alcohol-focus-scotland.org.uk

Website: <http://www.alcohol-focus-scotland.org.uk/>

Edinburgh & Lothian Council on Alcohol

6 Clifton Terrace

EDINBURGH

EH12 5DR

Tel No: 0131 337 8188

Telephone service information; One-to-one and group counselling; Help for those with alcohol problems and their families.

Glasgow Council on Alcohol (GCA)

Tel No: 0141 353 1800

Email: email@thegca.org.uk

Website: <http://www.thegca.org.uk/>

Women and Alcohol

Alcohol information website designed specifically for women

Website: http://www.infoscotland.com/alcohol/displaypage.jsp?pContentID=62&p_applic=CCC&p_service=Content.show&

Sources of External Information and Assistance

HealthScotland

Woodburn House, Canaan Lane

EDINBURGH

EH10 45T

Tel No: 0131 536 5500

Website: <http://www.healthscotland.com/>

Provides information services giving information about self-help and voluntary groups; information on counselling services throughout Scotland.

Libra - Women and Alcohol Services

4 Norton Park

EDINBURGH

EH7 5RU

Tel No: 0131 661 0111

Provides help for women concerned about their drinking and help for those affected by someone else's drinking (telephone counselling, one-to-one counselling, information service and referrals).

Alcoholics Anonymous

Scottish Service Office

Baltic Chambers

Wellington Street

GLASGOW

G2 6HJ

Helpline: 0845 769 7555 (24 hours)

Tel No: 0141 226 2214

Telephone numbers in local phone books. Provides support groups for problem drinkers and their families.

Employee Counselling Service

8 Floor, Savoy Tower

77 Renfrew Street

GLASGOW

G2 3BZ

Tel No: 0141 332 9833

Website: <http://www.empcs.org.uk/>

Provides a service to both employees and employers.

Sources of External Information and Assistance

Drinkline

Freephone: 0800 7314 314

Advice and information for people with alcohol problems or anyone concerned about alcohol misuse. Provide advice on sensible drinking and information on services to help people cut down on their drinking. Leaflets and literature available.

Citizens' Advice Bureaux

Details in local phonebooks.

The Samaritans

Telephone numbers in local phonebooks.

Talk to Frank

Tel: 0800 77 66 00 – free confidential advice, 24 hours a day.

Text: 82111

Website: <http://www.talktofrank.com/>

Drug Misuse Information Scotland

Website: www.drugmisuse.isdscotland.org

Website providing information, statistics and research on drugs misuse in Scotland and information on organisations which can provide advice and support.

Know the Score

For free confidential drugs information and advice call Know the Score on 0800 587 587 9

Website: http://www.knowthescore.info/kts/CCC_FirstPage.jsp

Drug Problems– Where to get help in the Lothians

Central Edinburgh

Community Drug Problem Service

Simpson House

Tel No: 0131 537 8345 / 0131 225 1054/6028

North West Edinburgh

Community Care Resource Team

Tel No: 0131 553 8399

North Edinburgh Drug Advice Centre (NEDAC)

Tel No: 0131 332 2314

Sources of External Information and Assistance

Drug Problems– Where to get help in the Lothians (continued)

Wester Hailes

West Edinburgh Support Team (WEST)
Tel No: 0131 442 2465

South East Edinburgh

Castle Project (Craigmillar)
Tel No: 0131 669 0068
Greater Liberton Drugs Project
Tel No: 0131 664 2839

West Lothian

West Lothian Drug and Alcohol Service
Tel No: 01506 430225

Mid and East Lothian

Mid & East Lothian Drugs (MELD)
Tel No: 0131 660 3566

Support Groups

Circles Project
Tel No: 0131 554 7516
Family Support Network
Tel No: 0131 225 8500
Simpson House Family Support Group
Tel No: 0131 225 1054/6028

Information

Scottish Drugs Forum (Lothian)
Tel No: 0131 228 2225
Scottish Drugs Forum (Glasgow)
Tel No: 0141 221 1175

Website: www.sdf.org.uk

Substance Abuse Policy (English only)

For further information contact:

HumanResources@parliament.scot

0131 348 6500

