

Alcohol, Drugs and Gambling Addiction Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋੜਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

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| Approval body | Group Executive |
| Date of approval | July 2022 |
| Review Year | 2025 |
| Customer engagement required | No |
| Trade union engagement required | Yes- For Consultation |
| Equality Impact Assessment | No |

POLICY PURPOSE AND APPLICABILITY

This policy provides advice and guidance to managers on how to deal with situations where an employee may be experiencing problems with alcohol, drug or gambling addiction and describes Wheatley Homes Glasgow (“WHG”) provisions to help deal with these problems.

This policy applies to all employees of WHG. It does not apply to agency workers or self-employed contractors. This policy does not form part of any employee’s contract of employment.

WHG recognise that alcohol, drug and gambling related problems are primarily areas of health and social concern and can have an adverse effect on employment.

Any employee who has an alcohol, drug or gambling problem is encouraged to seek help and guidance, at an early stage, on how to deal with such a problem. WHG are committed to arranging advice and counselling, where possible, for any employee with such a problem. It is WHG’s policy to preserve employment for those employees who co-operate with a recommended programme of recovery.

Any decision to grant special leave, changes of duty etc. lies ultimately with management and will be in accordance with WHG policies.

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SECTION A - IDENTIFICATION OF PROBLEM

It is recognised and accepted that alcohol and drug addictions are health problems and are defined in general terms as the continuous or intermittent use of alcohol or drugs leading to dependence or harm. In a workplace context, WHG views alcohol, drug, and gambling addiction as a behavioural problem, which can affect the performance of an employee at work.

Early identification of an alcohol, drug or gambling addiction will, in WHG’s view, lead to a quicker recovery and we expect that employees who suspect or know that they have such a problem will come forward voluntarily to seek help and guidance. If approached by an employee, managers should discuss, in confidence and establish the nature of addiction and decide on the best course of action to take.

An alcohol problem is defined as any drinking whether intermittent or continual, which interferes with the person's health and/or social functioning and/or work capability or conduct.

Drugs are defined as any drug, controlled under the Misuse of Drugs Act 1971, whether illegal or prescribed or over the counter or solvents such as glue, butane etc. In the case of prescribed and over the counter drugs, their possession and use by the prescribed person is acknowledged as legitimate.

A drug problem is defined as the use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual, which interferes with a person's health, and/or social functioning and/or work capability or conduct.

In the case of any prescribed drug and over the counter drugs, their possession and use by the prescribed individual only is acknowledged as legitimate. Employees taking prescribed medication are required to inform their manager if medication may affect their behaviour or performance.

Where possible medication should be stored away in a personal locker/drawer whilst the employee is at work.

Employees must ensure that they do not attend the workplace under the influence of alcohol or illegal drugs and are fit to carry out the duties associated with their roles.

SECTION B - EXTERNAL AGENCY

As neither WHG management nor Trade Union representatives are qualified to diagnose alcohol or drug misuse, we will use an external agency for much of this work. Referrals will be made to the external agency who will assess the nature and extent of any problem and, where appropriate, recommend a recovery programme.

SECTION C - TRAINING

Education on the harmful effects of alcohol, drugs and gambling addiction and the benefits and means of identification of those suffering from alcohol, drug and gambling addiction will be made available to employees.

In respect of alcohol and drugs misuse, we may take the following action: -

- alert employees to the risks associated with alcohol/drug misuse and promote progressive change of attitude regarding their use;
- make employees aware that professional and sympathetic help is available. WHG recognises that dependency on drugs, alcohol, or other substances is an illness and will be treated as such;
- reduce the tendency of collusion and covering up of alcohol/drug misuse by fellow employees/supervisors/managers.

- employee's will therefore be offered access to appropriate supports and services. A list of external organisations who can offer support and/or guidance is attached at Appendix 1;
 - make employees aware that professional and sympathetic help is available from the Wheatley Group's Employee Assistance Programme.
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SECTION D - TYPES OF REFERRALS

In most circumstances, employees will be referred to the external agencies.

Referrals can be made to the external agency in the following ways: Self-Referral, Authorised Management Referral or Disciplinary Referral.

Self-Referral

This is where an employee attends in their own time and the details of the referral remain confidential to the individual. On recognition of a problem or potential problem regarding alcohol, drugs or gambling, an employee may seek help from the external agency directly in their own time. Such a referral will be confidential between the employee and the counsellor and WHG will have no involvement.

Authorised Management Referral

This is where WHG management arrange an appointment for an employee with the external agencies and grant the employee the necessary time off (with pay) to attend counselling sessions. In these circumstances, WHG will receive confidential confirmation from the external agency that progress is being made and attendance being maintained.

Disciplinary Referral

Where an employee's alcohol, drug or gambling related problem is recognised as resulting in unsatisfactory work performance and/or conduct, disciplinary action may be suspended on the condition that the employee agrees to seek diagnosis and be referred to the external agency. In these circumstances, WHG management will arrange the initial appointment and grant the necessary time off (with pay) for employees to attend counselling sessions at the external agency.

If the employee is accepted by the external agency as having an alcohol, drug or gambling related problem, disciplinary procedures will be suspended providing the employee co-operates and successfully undertakes a recovery programme. Disciplinary action may not be implemented provided that there is a satisfactory and sustained improvement in performance/conduct. The manager chairing the disciplinary hearing will confirm the terms of referral to the employee in writing making clear the implications of non-compliance. If, however, the employee is not accepted by the external agency as having an alcohol, drug or gambling related problem and cannot, therefore, be considered for a recovery programme, the disciplinary hearing will be reconvened under the terms of WHG Disciplinary Policy.

If the employee is accepted for counselling but does not complete the recovery programme, the disciplinary hearing will be reconvened under the terms of WHG Disciplinary Policy.

SECTION E - TERMS OF REFERRAL (MANAGERIAL & DISCIPLINARY REFERRALS)

In all instances, the encouragement to seek and accept treatment is on the clear understanding that:-

- the employee complies with the recommended programme of recovery;
- a sustained improvement in work performance, commitment and behaviour is demonstrated e.g. timekeeping, attendance, work performance/conduct;
- the necessary time off with pay will be granted to employees to attend counselling sessions at the external agency;
- Every effort will be made to ensure that the employee will be able to continue to do the same job unless continuing that same job would risk undermining a return to a satisfactory level of job performance or it is mutually agreed that a change will be desirable or beneficial. There may be some circumstance where management reserve the right to transfer an employee to alternative duties whilst they are undertaking a programme of recovery. This will be subject to review when the recovery programme has been completed; and (in relation specifically to alcohol and drugs problems)
- WHG appreciates that following a course of treatment, an employee may relapse, in this situation WHG will offer support where required. This will be reviewed on an individual case by case basis;
- any employee undertaking a recognised recovery programme must observe total abstinence during working hours;
- the employee exhibits no signs of being under the influence of alcohol or drugs when reporting for duty or during working hours. The employee should be aware of the levels of alcohol consumed out with working hours; and;
- Where a course of full-time treatment is recommended, such leave will be treated as sick leave.
- Employees attending staff functions or events should be aware of their own safety and those of their colleagues.

Failure to comply with these terms of referral or the committing of further acts of indiscipline or misconduct will lead to a resumption of the disciplinary hearing.

SECTION F - CONSIDERATION OF RE-REFERRAL

If, after or during treatment, the employee's work performance suffers as a result of alcohol, drug or gambling related problems, then each case will be considered on its merits and, if considered appropriate, a further opportunity to co-operate with help and treatment may be offered.

SECTION G - EXCEPTIONS

The policy applies to employees who have an identified problem relating to alcohol, drugs or gambling addiction which affects work performance. The application of this policy is limited to those instances of identified alcohol, drug, or gambling addiction related problems, which affect the health and/or work performance/conduct of the employee.

The policy does not apply to employees who occasionally drink, take drugs or gamble and, as a result, behave in a manner contrary to the normal standards expected by WHG or those who commit a serious breach of WHG safety and/or conduct rules. Such instances will be dealt with in accordance with normal disciplinary procedures.

SECTION H- ROLE OF THE EXTERNAL AGENCY

The external agency has a dual role. It assists WHG to review and maintain policies on alcohol, drugs and gambling addiction and other related problems and to provide an ongoing programme of education and training.

It also provides a counselling service to which employees are referred in the strictest confidence and where no information of a personal or confidential nature is passed to WHG or Trade Union representative without the employee's consent.

The external agency is independent of WHG or Trade Union influence and operates completely out with the work environment.

Where the external agency identifies the major problem as being of a welfare nature leading to the employee's alcohol/drug problem, they will refer the employee to Employee Relations who will provide advice and guidance to the employee, which may include monitoring any continued referral to the external agency.

The external agency also acts as a link with other care agencies that deal with alcohol/drugs misuse and gambling addiction.

SECTION I - CONFIDENTIALITY

The confidential nature of any records of employees with alcohol, drugs or gambling related problems will be strictly preserved. Information relating to Managerial and Disciplinary Referrals on the employee's progress on a recovery programme will be forwarded by the external agency to Employee Relations on a regular basis.

In the case of a Disciplinary Referral, the referring manager is also informed of the employee's progress. Any enquiries about an employee's progress can only be made to Employee Relations or the designated person.

SECTION J - POLICY DEVELOPMENT

This policy will be reviewed in line with legislation and any amendments will be consulted with employees through Trade Union in their capacity as employee representative.

APPENDIX 1: ALCOHOL ADDICTIONS

| SUPPORT | SUMMARY | CONTACT | E-MAIL | WEB |
|--------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| NHS | Provides information, advice, and support to help people recover from alcoholism | Alcoholics Anonymous - the helpline number is 0845 769 7555 Alcohol Concern - which runs the national drink helpline (Drinkline) on 0300 123 1110 | | http://www.nhs.uk/Conditions/Alcohol-misuse/Pages/Introduction.aspx |
| Alcohol Anonymous | Provides information, advice, and support to help people recover from alcoholism | National Helpline – telephone 0845 769 7555 | help@alcoholics.org.uk | http://www.alcoholics-anonymous.org.uk/ |
| Nacoa | The National Association for Children of Alcoholics | Helpline: - 0800 358 3456 | helpline@nacoa.org.uk volunteering@nacoa.org.uk | http://www.nacoa.org.uk/about-nacoa/contact-us.html |
| RCA TRUST | Provides information, advice, and support to help people recover from alcoholism | Telephone - 0141 887 0880 Fax - 0141 887 8063 RCA Trust, Mirren House, Back Sneddon Street, Paisley PA3 2AF. | info@rcatrust.org.uk | http://www.rcatrust.org.uk/index.html |
| DOWN THE DRINK | This site is designed to help you work out whether you're drinking too much, and if so, what you can do about it | | | www.downyurdrink.org.uk |

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| DRINKLINE SCOTLAND | This organisation provides information and advice for people with alcohol problems and for anyone who has concerns about alcohol misuse. Provide advice on sensible drinking and information on services to help people cut down on their drinking. | 0800 7 314 314 (available 24hours) | | |
| ALCOHOL FOCUS SCOTLAND – | Provides information and advice on alcohol issues and contact details for local | 0141 399 8884 (10am – 10pm) | | www.alcohol-focus-scotland.org.uk |
| GLASGOW COUNCIL ON ALCOHOL | This organisation aims to reduce problems in every community of Greater Glasgow by providing alcohol counselling, training, prevention and education, group work, support and advice and information. | 0141 353 1800 | email@thegca.org.uk | www.thegca.org.uk |

DRUGS ADDICTIONS

| SUPPORT | SUMMARY | CONTACT | E-MAIL | WEB |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Frank | Provides information and advice to people concerned about their own or someone else drug use | 0300 123 6600 - 24 hours a day, 365 days a year. Text 82111 | frank@talktofrank.com | http://www.talktofrank.com/contactfrank |
| <u>Addaction</u> | Provides information and advice to people concerned about their own or someone else drug | Addaction Scotland Central Office – 34 Argyll Arcade, Floor 5, 1 Buchanan St, G2 8BD | | http://www.addaction.org.uk/page.asp?section=606&sectionTitle=How+Addaction+works |
| NHS | Provides information and advice to people concerned about their own or someone else drug | | | http://www.nhs.uk/Conditions/Addictions/Pages/Introduction.aspx |
| Scottish Drug Services Directory | Access and contact information and details for over 200 agencies in Scotland who can help with drug treatment and care | Tel: 0141 221 1175 Fax: 0141 248 6414 Enquires mail to: enquiries@sdf.org.uk Address – Scottish Drugs Forum 91 Mitchell Street Glasgow G1 3LN | | http://www.scottishdrugservices.com/sdd/homepage.htm |

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| Castle Craig Hospital | Addiction Treatment Centre | <p>Freephone (UK only): 0808 159 3563 International: +44 1721 788 006 Fax: +44 (0)1721 752662</p> <p>Castle Craig Hospital Blyth Bridge, West Linton Peeblesshire Scotland, UK EH46 7DH (post code)</p> | info@castlecraig.co.uk | http://www.castlecraig.co.uk/ |
| Families Anonymous | Family support when drug addiction enters a family via one of its own members | <p>The helpline number is 020 7498 4680 (lo-call 0845 1200 660).</p> <p>The lo-call number is cheaper from a landline outside London, but more expensive from a mobile</p> <p>Doddinton & Rollo Community Association Charlotte Despard Avenue Battersea London SW11 5HD</p> | office@famanon.org.uk | http://famanon.org.uk/ |

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| RCA TRUST | Addiction counseling, support, and advice | Telephone - 0141 887 0880 Fax - 0141 887 8063 RCA Trust, Mirren House, Back Sneddon Street, Paisley PA3 2AF. | info@rcatrust.org.uk | http://www.rcatrust.org.uk/index.html |
| KNOW THE SCORE | Provides information and advice to people concerned about their own or someone else drug | Helpline – 0800 587 5879 | | www.knowthescore.info |
| SCOTTISH DRUG SERVICES DIRECTORY | Provides contact information and details for local agencies that can help with drug treatment and care. | | | www.scottishdrugservices.com |

SOLVENTS

| SUPPORT | SUMMARY | CONTACT | E-MAIL | WEB |
|-------------------------|--------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------|
| RE-SOLV | This is the Society for the Prevention of Solvent and Volatile Substance Abuse | National information line – 01785 810 762 | information@re-solv.org | www.re-solv.org |
| RE-SOLV SCOTLAND | This is the Society for the Prevention of Solvent and Volatile Substance Abuse | 07505 000 024 | scotland@re-solv.org | www.re-solv.org/scotland.asp |

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| GAMBLING |
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| SUPPORT | SUMMARY | CONTACT | E-MAIL | WEB |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NHS | Links to specialised addiction services that treat gambling problems. They use the same techniques to treat gambling addictions that they use to treat substance misuse. | | | http://www.nhs.uk/Livewell/addiction/Pages/gamblingaddiction.aspx |
| Gamcare | Gamcare provides support, information, and advice to anyone suffering through a gambling problem. | <p>Tel: 020 7801 7000 Fax: 020 7801 7033</p> <p>Helpline: 0808 8020 133</p> <p>(Available to people living in England, Scotland, and Wales.)</p> <p>Head Office: GamCare 2nd Floor 7-11 St John's Hill London SW11 1TR</p> | info@gamcare.org.uk | <p>http://www.gamcare.org.uk/</p> <p>NetLine: www.gamcare.org.uk (Available to people living in England, Scotland, and Wales)</p> |
| GAMBLERS ANONYMOUS | A fellowship of men and women who | | | http://www.gamblersanonymous.org.uk |

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| | share their experience, strength, and hope with each other that they may solve their common problem and help others to do the same. | | | |
| JUST BE WELL- | Hypnotherapy and NLP – Providing a combination of training, coaching and education with a wide range of issues. | 0131 440 2589 | carol.nlp@btinternet.com | http://www.justbewell.com/ |
| RCA TRUST | Addiction counseling, support, and advice | 0141 887 0880 Fax - 0141 887 8063 RCA Trust, Mirren House, Back Sneddon Street, Paisley PA3 2AF | info@rcatrust.org.uk | http://www.rcatrust.org.uk/index.html |
| GAMBLING ADDICTIONS | Information and advice - gambling, symptoms and causes, treatments and what is available | | | http://gamblingaddiction.org.uk/index.html |