



ALCOHOL AND SUBSTANCE ABUSE POLICY

Version: 1

Date ratified by DDLETB Senior Management Team: 10/10/2022

Date noted by DDLETB Board of Management: 17/10/2022

Signed: Caitriona Murphy (CEO)
Caitriona Murphy (Nov 18, 2022 15:23 GMT)

Uploaded to DDLETB Intranet ☐

English and Irish versions uploaded to DDLETD Website: Yes: ☐ **No:** ☐

Date for review: 17/10/2024

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

ALCOHOL AND SUBSTANCE ABUSE POLICY

Introduction and Scope

1. Dublin and Dun Laoghaire Education and Training Board (DDLETB) is committed to ensuring that it provides and maintains a healthy and safe workplace for its staff and other stakeholders.

The ETB recognises the adverse effects of alcohol, drugs and substance misuse on the health and wellbeing of staff and the detrimental effects on staffs' work performance and behaviour.

2. DDLETB Staff have a responsibility to ensure that they are capable of carrying out their duties efficiently and safely. The consumption of alcohol and/or the misuse of substances can impair performance, judgment and concentration. It can endanger the safety or care of service users and other members of staff. It can also affect the confidence of service users and other staff and damage the reputation of the ETB.
3. DDLETB Managers are responsible for setting standards of behaviour and performance and taking appropriate action where an issue arises.
4. This policy applies to all DDLETB staff and is designed to:
 - (a) Encourage staff with an alcohol and/or substance abuse problem to seek help to address the problem,
 - (b) Explain the disciplinary consequences for staff for not complying with the rules regarding to alcohol, drugs or substance abuse.
5. The policy involves two approaches:
 - (i) Provide reasonable confidential assistance to a member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
 - (ii) Within the context of the ETB's policy/codes use corrective procedures where the use of alcohol or drugs affects performance or behaviour at work, and where either (a) an alcohol or drug dependency problem does not exist or (b) where treatment is not possible or has not succeeded.

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

Purpose

6. The purpose of this policy is to encourage staff members with substance misuse or alcohol problems to seek help at the earliest possible stage. To provide appropriate assistance in a sympathetic and confidential manner to staff confronted with problems of alcohol and substance misuse.
7. To enable managers to deal effectively with substance misuse and alcohol related problems in the workplace in the interest of health, safety and welfare, in order to maintain acceptable standards of behaviour and work performance.
8. To emphasise that specific instances of alcohol and/or substance misuse may still be a disciplinary matter where staff behave in a manner contrary to standards of safety and conduct. Depending on the seriousness of the circumstances, it may be regarded as serious misconduct.

Assistance for a Member of Staff

1. DDLETB will, where possible, provide the following assistance to a member of staff:
 - Help the member of staff to recognise the nature of the problem, through referral to its Occupational Health service provider.
 - Support during a period of treatment. This may include a period of sick leave or continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the ETB.
 - The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the staff member's own post or an alternative post.
2. The ETB's assistance will depend upon the following conditions being met:
 - The Occupational Health Service provider diagnoses an alcohol or drug dependency related problem.
 - The member of staff recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

appropriate sources.

3. The ETB and its employees must recognise the following limits to the assistance the ETB can provide:
 - Where a member of staff fails to co-operate in referral or treatment arrangements, any failure in work performance and behaviour will be dealt with through the disciplinary procedure.
 - If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the disciplinary procedure.
 - A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the ETB at that time.

Disciplinary Action

1. If a staff member presents themselves in the workplace, and management have reasonable grounds to believe they may be under the influence of alcohol and/or drugs, s/he should not be permitted to remain in the workplace. A line manager may wish to confer with a senior manager/colleague before taking this course of action. It may be necessary to provide the individual with transport home in order to ensure their own safety and the safety of others.
2. Any possession, use or distribution of illicit drugs in the workplace will be considered gross misconduct, and be reported to senior management for further management.
3. In line with the ETB's disciplinary rules, the following will be regarded as gross misconduct:
 - Attending work and/or carrying out duties under the influence of alcohol or drugs.
 - Consumption of alcohol or drugs whilst on duty (other than where prescribed).
 Breach of these rules will normally result in disciplinary action up to dismissal. Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member of staff is willing to co-operate in referral and appropriate treatment, the ETB will suspend application of the disciplinary procedure and provide assistance as described above. Staff who do not comply with the

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the disciplinary procedure.

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

APPENDIX 1

Signs of Alcohol and/or Substance/ Misuse

It needs to be emphasised that the indications below do not necessarily indicate abuse. Whilst these are known symptoms, they could also be symptoms of other unrelated conditions.

Not all alcohol or substance abusers display all these behaviours.

1. Decline in work performance.
2. Frequent lateness, repeated absences for trivial or inadequate reasons – especially Friday/Monday patterns.
3. Mood changes, irritability, lethargy, impaired concentration or memory.
4. Accident proneness, increased incidence of mistakes or errors of judgement.
5. Deterioration in relationships with other workers, borrowing money.
6. Hand tremors, slurred speech, facial flushing, bleary eyes, poor personal care and hygiene.
7. Smelling of alcohol, bottles around work area.
8. Alcohol/drug related driving offences, or other related convictions.

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

APPENDIX 2

Role of the employee

- To find out about alcohol/drugs and their effect on work and health.
- To avoid covering up or colluding with colleagues.
- To urge colleagues to seek help if they have a problem with drinking/drugs.
- To seek help, if worried about their own drinking/use of drugs, from Occupational Health, Human Resources, or an outside agency.
- To be familiar with the Alcohol and Substance Abuse policy and procedures.
- To use alcohol and prescribed medication responsibly.

Role of the Line Manager

- To ensure the setting of appropriate standards.
- To be familiar with the Alcohol and Substance Abuse policy and procedures.
- To help inform staff of the policy
- To advise staff of their rights and responsibilities under the policy.
- To be alert to and monitor changes in work performance and attendance, sickness and accident patterns.
- To help the employee at work and assist/support with rehabilitation.
- To encourage staff member to seek help voluntarily.
- To use disciplinary measures only when appropriate to do so.
- To identify any aspects of the work situation which may be contributing to alcohol/substance misuse and change them if appropriate.
- To intervene early where there are signs of problems.
- To consider the adoption of a Recovery and Return to Work Agreement.

Role of the Human Resources Department

- To provide advice and assistance on the implementation of the policy.
- To confidentially refer staff for assistance where appropriate.
- To advise on the appropriateness, or otherwise, of the disciplinary procedure.

Role of the Trade Unions

- To encourage employees to seek help voluntarily.
- To advise members of their rights and responsibilities under the policy.
- To help the employee at work and assist with rehabilitation.

Role of the Occupational Health Service

- To provide advice and guidance on how best to help an individual who has a problem with behaviour or work performance which might be related to alcohol/substance misuse.
- To educate and raise awareness of the risks associated with the use of alcohol and drugs and their implications.

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024

Below is a list of the names and addresses/telephone numbers of organisations who can provide assistance and advice to staff members with alcohol and/or drug related problems.

One Step Clinic Tel: 01 699 1369
Email: info@onestepclinic.ie

Addiction services are available at:

- ✓ Anna Liffey Drug Project, 13 Lower Abbey Street, Dublin 1, 8786899
- ✓ Arbour House Treatment Centre, St Finbarr's Hospital, Cork, 021-968933
- ✓ Aisling Group and Bradan Foundation, Dowdstown, Navan, Meath, 046-75979
- ✓ Coaim, Nelson Mandela House, 44 Lwr Gardiner St, Dublin 1, 8338033
- ✓ Coolmine House, 19 Lord Edward St, Dublin 2, 6794822
- ✓ Cuan Mhuire Centres, Cardington, Athy, Kildare, 0507-31493
- ✓ Drug Treatment Centre Board, Trinity Court, 30-31 Pearse St, Dublin 2, 6771122
- ✓ Hanly Centre, The Mews, Eblana Avenue, Dun Laoghaire, Dublin, 2809795
- ✓ Merchant's Quay Project, Dublin 8, 6790044
- ✓ Rutland Centre, Knocklyon House, Knocklyon Road, Dublin 16 - a private residential treatment centre, 4946358

Policy No: PL/046	Version No: 1
Previous versions: N/A	Effective Date: 17/10/2022
Board App/Noting: 17/10/2022	Review Date: 17/10/2024


Alcohol and Substance Abuse Policy

Final Audit Report

2022-11-18

Created:	2022-11-15
By:	Claire Keane (clairekeane@ddletb.ie)
Status:	Signed
Transaction ID:	CBJCHBCAABAA47FCDSEzyZc8ShVd1zso83VxjIH0-dhQ

"Alcohol and Substance Abuse Policy" History

 Document created by Claire Keane (clairekeane@ddletb.ie)

2022-11-15 - 11:46:15 AM GMT- IP address: 137.191.243.58

 Document emailed to caitrionamurphy@ddletb.ie for signature

2022-11-15 - 11:56:55 AM GMT

 Email viewed by caitrionamurphy@ddletb.ie

2022-11-18 - 3:23:18 PM GMT- IP address: 89.100.129.206

 Signer caitrionamurphy@ddletb.ie entered name at signing as Caitriona Murphy

2022-11-18 - 3:23:31 PM GMT- IP address: 89.100.129.206

 Document e-signed by Caitriona Murphy (caitrionamurphy@ddletb.ie)

Signature Date: 2022-11-18 - 3:23:33 PM GMT - Time Source: server- IP address: 89.100.129.206

 Agreement completed.

2022-11-18 - 3:23:33 PM GMT