



# TRANSAID – DRUGS AND ALCOHOL POLICY

## **Introduction**

Transaid is committed to providing a work environment free of the abuse of alcohol and the illegal use of drugs. Our Policy is also a response to the Misuse of Drugs Act (1971).

## **Policy Aim**

This policy is designed to help protect workers from the dangers of drug and other substance abuse and to encourage those with a drugs problem to seek help.

## **Application**

This policy applies to all staff, volunteers, consultants, staff seconded from other organisations, trustees of Transaid, and partner organisation.

### **1.1. Transaid as a responsible employer, contributing to society's efforts to combat drug and alcohol abuse**

Transaid encourages those with an alcohol or drugs problem to seek help (further information and a useful website is listed in Appendix A at the end of this policy). Appendix B also list possible signs that someone may be abusing drugs/ and or alcohol. Transaid acknowledges the need for confidentiality if an employee admits to an alcohol or drugs problem, subject to the provisions of the law, and it recognises that an alcohol or drugs problem may be an illness to be treated in the same way as any other illness.

### **1.2. Transaid position regarding drugs and alcohol**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol are seen by Transaid as harmful and as such are prohibited in the organisational work place. No Transaid representative is to report to work while under the influence of illegal drugs or alcohol.

As a condition of employment (voluntary or paid) all prospective Transaid representatives must abide by the terms of this statement.

### **1.3. Breach of Policy**

Violation of the policies and laws described in this policy by an employee is grounds for disciplinary action up to and including termination where applicable. Such disciplinary actions also may include reprimand or suspension.



Additionally, a violation may be reason for evaluation and treatment of a drug and/or alcohol-use disorder or referral for prosecution consistent with national law. Disciplinary action by Transaid does not preclude the possibility of criminal charges against the employee.

#### **1.4. Disciplinary action**

If help is refused and/or impaired performance continues disciplinary action is likely. In cases of gross misconduct dismissal action may be taken. Possession/dealing of drugs will be reported immediately to the police and there is no alternative to this procedure.

If you have any questions about this Drugs and Alcohol policy, please speak to your head of department.

#### **Code of Conduct and other policies**

All Transaid staff, volunteers, consultants, staff seconded from other organisations and trustees are required to sign and abide by the organisations Code of Conduct and all applicable policies.

#### **Raising concerns**

Any person who has concerns about the behaviour of Transaid's staff, volunteers, consultants, trustees, partner organisations, staff seconded from other organisations are required to report it immediately via a senior manager in the organisation. If the concern is about the line manager then the next person in the line management hierarchy must be alerted. All information relating to the concerns raised must be kept confidential to the person raising the concern, to the person who this has been reported and any person involved in an investigation.

All claims will be fully investigated and will involve, where appropriate, senior manager, specialist HR and/or the Safeguarding Officer to ensure it is undertaken in the most sensitive and appropriate manner. Please see Transaid's Disciplinary and Grievance procedure for more information.

If an individual has concerns about the repercussions of reporting an issue, Transaid also has a Whistle Blowing policy that guarantees anonymity when raising concerns.

## **APPENDIX A – Further information and resources**

### **Information on Health Risks**

Alcohol consumption causes a number of marked changes in behaviour. For example; even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in a crash. The use of alcohol by a pregnant woman can damage the foetus. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts.

The use of illegal drugs and the abuse of prescription and other drugs also pose a serious threat to health. The use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration. Marijuana use also may cause lung damage, paranoia, and possible psychosis. The use of narcotics, depressants, stimulants, and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.

### **More Information**

Detailed information about alcohol consumption, the use of illegal drugs, and the abuse of prescription and other drugs is available from [www.talktofrank.com](http://www.talktofrank.com)

#### **APPENDIX B – Potential indicators of drug abuse**

- sudden mood changes
- unusual irritability or aggression
- a tendency to become confused
- abnormal fluctuations in concentration and energy
- impaired job performance
- poor time-keeping
- increased short-term sickness absence
- a deterioration in relationships with colleagues, customers or management
- dishonesty and theft (arising from the need to maintain an expensive habit)

**Remember: all the signs shown above may be caused by other factors, such as stress, and should be regarded only as indications that an employee may be abusing drugs.**