

APPENDIX 1 ROLES AND RESPONSIBILITIES

Principal / Senior Leader / Director

- Communicate and implement this policy
- Ensure the policy is applied in a consistent manner
- Decide the appropriate action to take when it is brought to their attention that an employee is or appears to be under the influence of alcohol and/or drugs
- Be alert to early indicators of a potential problem and offer support, where appropriate, in a professional and non-judgmental manner, referring employees to the Occupational Health service and/or Care First where appropriate
- Where evidence warrants, to inform the police of illegal drug use or any activity or behaviour over which there are concerns as to its legality (e.g. reporting criminal behaviour associated with alcohol abuse such as having a drink-driving accident in a company vehicle)
- Seek advice from SPTA HR where there are concerns over an employee with regard to this policy

SPTA HR

- Support the Principal / Senior Leader / Directors in the application of this policy

Line Managers

- Be aware of signs of alcohol and drug abuse and the effects on performance, attendance and health of employees
- Ensure the health, safety and welfare of employees and others with whom they come into contact
- Ensure employees understand the policy and are aware of the rules and consequences regarding the use of alcohol and drugs
- Ensure employees are aware of the support available to them should they have a problem
- Intervene at an early stage where changes in performance, behaviour, sickness levels and/or attendance patterns are identified to establish whether alcohol and/or drug abuse is an underlying cause
- Provide support and assistance where appropriate and for a reasonable period to employees who are dependent upon alcohol and/or drugs to help in their recovery
- Instigate disciplinary procedures where appropriate and in accordance with the SPTA Disciplinary Policy and Procedure (in conjunction with the Principal / Senior Leader and SPTA HR)
- Ensure matters are dealt with confidentially as far as is legitimately and legally possible

All employees

- Comply with this policy and procedure at all times
- Ensure they are capable of carrying out their duties in a safe and responsible manner and not report for duty or be on the work premises whilst under the influence of alcohol and/or drugs
- Should not consume alcohol during the course of the working day (including breaks and lunchtime) unless they have the express permission of the Principal/Senior Leader or SPTA Director to do so

- Ensure their personal consumption of alcohol and/or use of prescribed drugs does not interfere with their ability to perform their duties safely and competently
- Allow sufficient time for intoxicants to leave their system before reporting for duty or being on work premises. It is recommended that employees avoid drinking heavily the night before work in order to ensure they are not under the influence of alcohol
- Ensure they inform the Principal / Senior Leader / Director as soon as possible should they suffer from a medical condition which may result in the appearance of intoxication and/or have been prescribed drugs such as opiate based painkillers, anti-epilepsy drugs or tranquilisers which may affect their performance, safety and/or conduct. This will enable the appropriate risk assessment to be completed and ensure that their behaviour cannot be misconstrued. Where appropriate, the Principal / Senior Leader / Director may refer this to the Occupational Health service in order to seek clarification from the employee's medical practitioner
- Ensure they do not drive their own or a company vehicle on business whilst under the influence of alcohol and/or drugs, nor should they attempt to drive or be in charge of a vehicle whilst under the influence
- Ensure they seek assistance by approaching the Principal / Senior Leader / Director if they have, or suspect they have an alcohol or drug related problem. Appropriate support and help offered will be confidential and handled in a sensitive manner
- Cooperate with any support and assistance to address an alcohol and/or drug abuse problem
- Encourage colleagues that they suspect may have an alcohol and/or drug abuse problem to seek assistance. If the concern continues, they should discuss the matter in confidence with the Principal / Senior Leader / Director

Trade Union representatives

- Provide support to their member through the application of this policy
- Encourage their member to seek assistance if they have, or suspect they have an alcohol or drug related problem.