



## **South Lanarkshire Leisure and Culture - Addiction Policy**

### **1. Policy statement**

- 1.1. South Lanarkshire Leisure and Culture is committed to a pro-active approach to ensuring the health, safety and well being of all of its employees. The Addiction Policy has been created to support this commitment and in recognition of the growing problem of addiction related problems in society. South Lanarkshire Leisure and Culture will act to prevent and eliminate, in so far as it is reasonably possible, any addiction which will increase the potential for ill health, absence, accidents, poor performance or which will otherwise adversely affect the Trust, its employees or members of the public.
- 1.2. The Trust recognises that addiction is an illness and the effects it can have on the individual, colleagues and family members. This Policy complements the Trust's Maximising Attendance Policy by taking a preventative stance and outlining the confidential support available to employees.
- 1.3. While it is the intention of this policy to assist those with addiction problems, it does not replace a manager's responsibility to maintain discipline and a safe working environment or to respond to poor work performance, misconduct or unsatisfactory levels of absence. Therefore, support programmes for employees with addiction problems can run concurrently with the disciplinary procedure.

### **2. Scope**

- 2.1. The Addiction Policy applies to all South Lanarkshire Leisure and Culture employees.

### **3. Objectives**

- 3.1. This Policy has been created in consultation with recognised trade unions and has been produced to meet the following objectives:
  - ◆ To address the misuse and/or possession of alcohol/drugs in and around the working day in order to ensure a safe working environment in line with the Health and Safety at Work Act 1974.
  - ◆ To recognise that addiction problems are both a health problem and a safety problem.
  - ◆ To provide confidential access to support and assistance for employees who are experiencing addiction related problems at the earliest opportunity.
  - ◆ To clarify the responsibilities of all concerned when dealing with addiction problems at work.

- ◆ To expand the Trust's commitment to this policy by raising awareness of addiction-related problems through education and training.

## 4. Definitions

4.1. For the purpose of this policy, the following definitions apply:

**Addiction:** An abnormal tolerance to and dependence on something that is psychologically or physically habit-forming (for example, alcohol, drugs, gambling, solvent abuse and other recognised addictions).

**Alcohol misuse:** An alcohol-related problem is defined as any drinking, either intermittent or continual, which interferes with a person's health and social functioning and/or work capability or conduct.

**Drugs:** Refers to any psychoactive drug whether illegal, over the counter from pharmacies and other retail outlets, or legal substances such as solvents. In the case of prescribed drugs, their possession and proper use is acknowledged as legitimate.

**Drug misuse:** Use of illegal drugs and the misuse whether deliberate or unintentional of prescribed medicines or solvents.

**Manager:** The term 'manager' includes any employee of the Trust with supervisory responsibility for example: Managers, Advisers, Supervisors, Team Leaders, Co-ordinators who have responsibility for other employees.

## 5. Responsibilities

### 5.1 Organisational

- ◆ South Lanarkshire Leisure and Culture recognises that addiction problems are health issues which should be treated in the same way as any other illness. The Trust also recognises the potential danger to the health and safety of employees with addiction problems, and their colleagues, if a problem is left untreated. Therefore employees with drug misuse or other addiction problems will be encouraged to seek help, advice and treatment.
- ◆ The Trust will provide confidential and voluntary counselling and support services for anyone with an addiction related problem. Referral to counselling will not affect job promotion prospects.
- ◆ The Trust recognises the possibility of relapse. If this occurs, the same procedures of support will be offered to the employee at management discretion depending on the circumstances.
- ◆ The Trust will communicate the Addiction Policy and promote Addiction awareness to all employees of South Lanarkshire Leisure and Culture

- ◆ Training will be provided for key personnel involved in the implementation of the Addiction Policy.
- ◆ While the General Manager is responsible for enforcing this Policy, all managers and employees in the workplace have a duty to ensure a safe and healthy work environment.
- ◆ Infringements of this policy will be dealt with under the Trust's disciplinary procedures.

## 5.2. **Management:**

- ◆ Demonstrate the Trust's commitment to a pro-active approach to ensuring the health, safety and well being of all of its employees by being responsible for understanding, applying and enforcing the Addiction Policy. To assist with this, they will receive specific guidelines and training outlining procedures for early recognition, discipline and referral.
- ◆ Ensure effective communication of the policy to employees and promote/participate in Trust-wide Addiction Awareness Campaigns.
- ◆ Support the Trust's position where an employee's poor attendance levels, deterioration of performance or even misconduct at work, is due to alcohol or drug use/misuse or other addiction. The problem should be treated as an illness and an offer of confidential support should be made to the employee.
- ◆ Be aware of support available and employee entitlements while receiving support so that the employee may be advised.
- ◆ Offer support and referral to the Employee Counselling Services and/or the, Occupational Nurse (Employee Support)/Council's Medical Adviser as appropriate.
- ◆ Be aware of and understand the support and employee entitlements available while receiving support so that the employee may be advised.
- ◆ Work with the Occupational Nurse (Employee Support) to assess the risk of the employee remaining at work while receiving addiction support and develop an action plan.
- ◆ Implement and monitor the action plan.
- ◆ Understand and be conscious of management responsibility under the Health and Safety at Work Act 1974 to provide a safe working environment and identify risks associated with alcohol or drug misuse in the workplace.

## 5.3. **Trade Unions:**

- ◆ Demonstrate the Trust's and Union's commitment to a pro-active and partnership approach to ensuring the health, safety and well being of all of employees by assisting in the implementation of the Addiction Policy.
- ◆ Help communicate information and promote/participate in Trust-wide Addiction Awareness Campaigns to employees.

- ◆ Encourage employees to seek help voluntarily.
- ◆ Be aware of and understand the employee entitlements and supports available while receiving support so that the employee may be advised.
- ◆ Assist employees in rehabilitation where appropriate.
- ◆ Support implementation of action plans to sustain employees at work while receiving addiction support.

#### **5.4. Employees:**

- ◆ Be aware of the Addiction Policy and understand its objectives.
- ◆ Recognise that employees also have a duty under the Health and Safety at Work Act to protect their own and others' health and safety. Therefore employees should:
  - avoid colluding or covering up a colleague's addiction.
  - encourage colleagues to voluntarily seek assistance.
  - seek help if you suspect you have an addiction problem.
  - support management actions in implementing policy.
  - understand that the use of Trust vehicles is prohibited if you are under the influence of alcohol, illegal drugs or prescribed medication that may affect your ability to operate machinery safely.
- ◆ Employees should be aware that the way they behave during working hours also reflects the image of the Trust and employees must not attend work under the influence either of alcohol or illegal drugs, as these may affect their ability to undertake their duties and may lead to disciplinary action.
- ◆ Employees must not be in possession of illegal drugs while at work or misuse drugs while at work. However, South Lanarkshire Leisure and Culture recognises the controlled use and possession of medicines for personal use are an exception.

#### **6. Managing addiction at work**

6.1 The Addiction Policy addresses three ways in which an employee's addiction related problem may come to the attention of management as follows:

##### **6.2 Voluntary referral**

When an employee comes forward to request support/assistance either through their Human Resource Section, Manager, Trade Union Representative or Employee Support Team, this is a voluntary referral and will be treated confidentially.

6.2.1 Employees who suspect or know they have such a problem should contact the Employee Support Team either directly or through their immediate supervisor/Human Resource. The Occupational Nurse (Employee Support) will meet with the employee and, if appropriate, arrange an appointment with the Employee Counselling Service. (Refer to Appendix 1).

##### **6.3 Informal intervention**

When management becomes aware of a change in an employee's behaviour or job performance which they feel may be attributed to an addiction-related problem, they will meet with the employee to sensitively discuss their concerns about the employee's behaviour and work performance. If appropriate, an offer of support/assistance will be made. With the employee's permission, an appointment will be scheduled with the Occupational Nurse (Employee Support) where further supportive action will be agreed. (Refer to Appendix 2).

#### **6.4 Formal intervention**

When it comes to the attention of management that an employee may have an addiction-related problem, through the disciplinary process, the Trust will formally intervene.

6.4.1 Should an incident occur at work where an employee is considered to be creating a situation whereby they are in personal danger or are a danger to other employees/the general public due to the influence of alcohol or drugs, an immediate supervisor shall have the necessary delegated powers to remove the employee from the workplace as a precaution. The removal from the workplace shall be with pay and will normally be for no more than one day.

6.4.2 When the decision is taken to remove an employee from the workplace, the employee should be provided with transportation from the workplace (if alcohol/drug related) and report to their line manager immediately upon return to work.

6.4.3 As part of disciplinary procedures a manager will interview the employee and will either:

- ◆ explain any proposed disciplinary action but will hold in abeyance pending the outcome of the referral to the Occupational Nurse (Employee Support). If the employee rejects the offer of referral, the next stage of the disciplinary procedures will be applied. (Refer to Appendix 3).
- ◆ take disciplinary action and confirm it in writing. The manager will also offer the employee a referral to the Occupational Nurse (Employee Support). (Refer to Appendix 4)

#### **7. Employee entitlements**

7.1. If the employee accepts assistance through the policy, they will be entitled to:

- ◆ Confidentiality, in respect of their addiction, between the Council's Medical Adviser/Occupational Nurse or Employee Counselling Service, Human Resource Section and the employee.
- ◆ Paid time off to attend counselling session(s).
- ◆ Granted leave, if necessary, to undergo treatment and such leave will be treated as sick leave within the terms of the Trust's sick pay scheme.
- ◆ On their return to work, the employee will be entitled to return to the same job unless the Trust decides that the effect of the addiction renders them unsuitable for the same job. In such cases alternative employment should be sought for employees.
- ◆ Where help has been accepted and the problem resolved, the employee's normal promotional prospects will not be affected.

- ◆ Where following return to work after, or during treatment, work performance/conduct suffers as a result of continued addiction related problems, each case will be considered on its merits. Where appropriate, a further opportunity to accept support/counselling may be offered.

## **8. Relevant legislation**

- 8.1. **The Health and Safety at Work Act 1974** states that employers have to ensure the health, safety and welfare of their employees as far as reasonably practical. Employees also have a duty to protect their own and others health and safety. The Management of Health and Safety at Work Regulations say employers must conduct a risk assessment. This means that employers have a legal duty to ensure that their employees are not put at risk as a result of the actions of other employees, and if they are aware of any problems relating to drink or drugs have a responsibility to address them. It should be stressed that this duty does not only apply when a worker is over the legal limit for alcohol when driving, but when a worker's performance is likely to be affected by the use of alcohol or drugs.
- 8.2 **The Misuse of Drugs Act 1971** makes it an offence to supply or possess specified drugs. In addition it is an offence to knowingly allow premises to be used for the use of illegal drugs.
- 8.3. **The Road Traffic Act 1991** makes it an offence to drive on a public road under the influence of drink or drugs and the Transport and Works Act make it a separate offence for certain transport workers to be unfit through drink and drugs while working.

## **9 Support agencies**

### **(i) South Lanarkshire Leisure and Culture:**

- ◆ **Employee Support Team (01698 455 017)**  
Confidential advice and referral for all employees.
- ◆ **Employee Assistance Programme**  
Provides a range of supports which employees may find helpful. See the dedicated EAP intranet page, or contact your line manager/Resource Personnel/Trade Union Representative and/or the Employee Support Team for more information.
- ◆ **Social Work Resource**  
**Team Leader – Substance Misuse 01698 454210**  
**Substance Misuse Teams are located in:**

Lanark	Rutherglen
Blantyre	Larkhall
Hamilton	East Kilbride

**Social Work (Out of hours): 0800 811 505**
- ◆ **Employee Counselling Service (ECS)**  
8th Floor, 77 Renfrew Street, Glasgow G2 3BZ

www.ecs.org

Whenever an employee has a problem, addiction related or otherwise, the ECS is available to offer help from their trained counsellors.

**0800 389 7851 – 24 hours, 7 days a week ECS Helpline**  
**0800 435 768 – for employees to arrange their own counselling.**

**Please note:** the Occupational Nurse will refer employees for counselling when a formal referral is received, otherwise employees can self refer or through their line manager, Resource Personnel, Trade Union Representative and/or the Employee Support Team to arrange an appointment.

### **(ii) External Support Agencies**

The following are examples of some of the external supports an employee may wish to approach, or they may help employees who are caring for individuals with addiction issues. These services offer confidential information and advice for anyone who has an addiction problem or is worried about someone who does. This list is not exhaustive, for further advice contact a member of the Employee Support Team.

- ◆ **Alcoholics Anonymous**  
**Helpline:** 0845 769 7555  
**Website:** [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)
  
- ◆ **Drugs Helpline – Talk to Frank**  
**Helpline:** 0800 776600  
**Website:** [www.talktofrank.com](http://www.talktofrank.com)  
**Text:** 82111
  
- ◆ **Gamblers Anonymous**  
**Helpline:** 0370 050 8881  
**Website:** [www.gascotland.org](http://www.gascotland.org)

### **REFERENCE DOCUMENTS**

Addiction at Work – Guidance for Managers  
Addiction at Work – Guidance for Employees



## **MANAGEMENT PROCEDURES**

## **Addiction Policy Management procedures**

The purpose of these procedures is to offer guidance to managers to implement the Addiction Policy and respond to any of the instances listed above. The procedures outlined apply equally to problems relating to alcohol, drugs, solvent abuse, gambling and other recognised addictions, which interfere with an employee's health and/or work capability.

A manager may become aware of an employee's addiction problem in one of the following ways:

### **1. Voluntary referral**

When an employee comes forward to request support/assistance either through their Human Resource Section, Manager, Trade Union Representative or the Employee Support Team, this is a voluntary referral and will be treated confidentially.

If you are approached by an employee who feels they may have an addiction problem, you must assure the employee that you will treat their request confidentially and advise them of the referral process as outlined in **Appendix 1** of the Addiction Policy.

Be supportive and monitor their progress.

### **2. Informal intervention**

When management becomes aware of a change in an employee's behaviour or work performance that they feel may be attributed to an addiction related problem, they will meet with the employee to discuss this behaviour and will maintain a sensitive approach. Where appropriate an offer of support/assistance will be made. With the employee's permission, an appointment will be scheduled with the Occupational Nurse (Employee Support).

Signs of addiction related problems are not always obvious and may be confused with other conditions or problems. However, it is sensible to bear in mind the possibility of an employee having an addiction related problem when any of the following signs are noticed:

- ◆ sudden change in behaviour pattern
- ◆ tendency to become confused
- ◆ irritability
- ◆ abnormal fluctuations in mood and energy
- ◆ impairment of job performance
- ◆ poor time-keeping
- ◆ increase in short-term sickness absence
- ◆ deterioration in relationships with other people.

When meeting with an employee to discuss concerns around their behaviour a sensitive approach must be taken at all times.

This includes:

- ◆ Meeting with the employee in a private room, ensuring there will be no interruptions.
- ◆ Helping put the employee at ease and explain the concerns which have led to this meeting. Provide the opportunity for the employee to respond fully to any questions.
- ◆ Be open to discussion of possible work-related causes.
- ◆ If appropriate discuss the Trust's Addiction Policy and the confidential support available, including referral to the Occupational Nurse (Employee Support). If not considered appropriate remind the employee of the supports available from the Trust e.g. the Employee Assistance Programme, the Employee Support Team. Also remind the employee they can approach you at anytime if they ever wish to discuss any issues.
- ◆ Agree any support measure to assist with personal or work related issues, where appropriate, including arranging regular meetings to monitor progress and discuss any further problems if they arise.
- ◆ Keep accurate, confidential records of these meetings including any agreed support mechanisms offered and/or being put in place.

If managers are still concerned about an employee after their meeting, they should seek further advice from their Human Resource Section or the Employee Support Team.

Training is available to managers to help have initial sensitive discussions with employees that they are concerned about. This is called Brief Intervention Training and more information can be gained from the Learning and Development Team, Human Resource Section and/or the Employee Support Team.

### **3. Formal intervention**

When it comes to the attention of management that an employee may have an addiction-related problem, through the disciplinary process, the Trust will formally intervene.

In the event that it becomes necessary to initiate disciplinary procedures, two options are open to management:

- ◆ Proposed disciplinary action initiated but held in abeyance pending the outcome of referral to Occupational Nurse (Employee Support) outlined in **Appendix 3**.
- ◆ Disciplinary action implemented before referral outlined in **Appendix 4**. In this instance, disciplinary action is taken but the employee admits to an addiction related problem and with their consent, is referred to the Occupational Nurse (Employee Support) for clarification and/or counselling.

## **Appendices**

**Appendix 1 – Voluntary referral**

**Appendix 2 – Informal intervention**

**Appendix 3 – Formal intervention (Disciplinary held in abeyance)**

**Appendix 4 – Formal intervention**

## Appendix 1

### Procedure and documentation

#### Voluntary referral

1. The employee may approach their manager, Human Resource Section, Trade Union Representative and/or the Employee Support Team directly to request support/assistance.
2. If the employee approaches any of the above, the issue will be discussed with the employee and the employee will be referred to the Occupational Nurse (Employee Support) advising details of the case on the referral form. **(PER-AP-1-05)**
3. The Occupational Nurse (Employee Support) will write to the employee advising of details of appointment, if referral comes via management **(AP-LET-01)**.
4. The Occupational Nurse (Employee Support) interviews employee offering where appropriate practical help and advice, and makes an appointment for assessment with the Employee Counselling Service and advises in writing. **(AP-LET-02)**. The Occupational Nurse (Employee Support) may also encourage the employee to seek support from their GP and/or refer the employee for a medical examination with the Council's Medical Adviser (Employee Support), as appropriate **(AP-LET-06)**
5. The Employee Counselling Service assesses and reports in writing the outcome to the Occupational Nurse (Employee Support)
6. Occupational Nurse (Employee Support) advises employee of the outcome of referral:-
  - (a) If the problem is confirmed, the standard letter **(AP-LET-03)** is sent to the employee with an acknowledgement **(PER-AP-2-05)** for the employee to sign and return.
  - (b) If the problem is not confirmed, the standard letter **(AP-LET-04)** is sent to the employee.
7. Where an employee has been accepted on a treatment programme, the Occupational Nurse (Employee Support) will monitor the employee's progress.
8. Occupational Nurse (Employee Support) will interview the employee at end of referral to discuss and provide where appropriate further help, information and advice.

## Appendix 2

### Procedure and documentation

#### Informal intervention

1. Manager discusses the issues with the employee and refers to Occupational Nurse (Employee Support) advising details of the case on referral form (**PER-AP-1-05**).
2. The Occupational Nurse (Employee Support) will schedule an appointment with the employee and confirms in writing. (**AP-LET-01**)
3. The Occupational Nurse (Employee Support) interviews employee offering where appropriate practical help and advice, and makes an appointment for assessment with the Employee Counselling Service and advises in writing (**AP-LET-02**). The Occupational Nurse (Employee Support) may also encourage the employee to seek support from their GP and/or refer the employee for a medical examination with the Council's Medical Adviser (Employee Support), as appropriate (**AP-LET-06**)
4. The Occupational Nurse (Employee Support) will work with the manager to assess the risk of the employee remaining at work while receiving addiction support and develop an action plan.
5. The Employee Counselling Service assesses and reports in writing the outcome to the Occupational Nurse (Employee Support).
6. Occupational Nurse (Employee Services) advises the employee and Resource Personnel Manager of outcome of referral:-
  - (a) If the problem is confirmed, the standard letter (**AP-LET-03**) is sent to the employee with an acknowledgement for employee to sign and return (**PER-AP-2-05**)
  - (b) If the problem is not confirmed, the standard letter (**AP-LET-05**) is sent to the employee.
7. Where an employee has been accepted on a programme of help, the Occupational Nurse (Employee Support) will monitor the employee's progress on the programme and will report to the employing Resource, as appropriate.
8. The Occupational Nurse (Employee Support) will interview the employee at the end of referral to discuss and provide, where appropriate, further help, information and advice.

## Appendix 3

### Procedure and documentation

#### Formal intervention – Disciplinary referral – Action held in abeyance

1. Manager interviews employee; explains any proposed disciplinary action but will hold in abeyance pending the outcome of an agreed referral. Refers to Occupational Nurse (Employee Support) advising details of the case on referral form **(PER-AP-05)**
2. The Occupational Nurse (Employee Support) schedules an appointment with the employee and confirms in writing. **(AP-LET-01)**
3. The Occupational Nurse (Employee Support) will meet with the employee, offer practical help and advice where appropriate, and will arrange an urgent appointment with the Employee Counselling Service and advise in writing **(AP-LET-02)**. The Occupational Nurse (Employee Support) may also encourage the employee to seek support from their GP and/or refer the employee for a medical examination with the Council's Medical Adviser (Employee Support), as appropriate **(AP-LET-06)**.
4. The Occupational Nurse (Employee Support) will work with the manager to assess the risk of the employee remaining at work while receiving addiction support and develop an action plan.
5. Where the employee attends counselling and/or meets with the Council's Medical Adviser, an assessment of the outcome will be provided in writing to the Occupational Nurse (Employee Support).
6. The Occupational Nurse (Employee Support) advises the employee and the Human Resource Manager of outcome of referral
7. If the problem is confirmed, the standard letter **(AP-LET-07)** with acknowledgement will be sent to the employee to sign and return **(PER-AP-2-05)**. Both copied to Resource.
8. If the problem is not confirmed, standard letter **(AP-LET-08/AP-LET-09 as appropriate)** is sent to employee with a copy to Resource.
9. Where an employee has been accepted on a programme of help, the Occupational Nurse (Employee Support) will monitor the employee's progress on the programme and will report to the employing Resource, as appropriate.
10. The Occupational Nurse (Employee Support) meets the employee at end of referral to discuss and provide where appropriate further help, information and advice.





## Appendix 4

### Procedure and documentation

#### Formal intervention – Disciplinary referral – Action taken

1. Manager interviews employee, takes disciplinary action and confirms it in writing to the employee. The manager offers referral to Occupational Nurse (Employee Support) and upon employee's acceptance will advise the Occupational Nurse of the details of the case on referral form **(PER-AP-1-05)**
2. The Occupational Nurse (Employee Support) schedules an appointment with the employee and confirms in writing. **(AP-LET-01)**
3. The Occupational Nurse (Employee Support) will meet with the employee offer practical help and advice where appropriate, and arrange an urgent appointment with the Employee Counselling Service and advises in writing **(AP-LET-02)**. The Occupational Nurse (Employee Support) may also encourage the employee to seek support from their GP and/or refer the employee for a medical examination with the Council's Medical Adviser (Employee Support), as appropriate **(AP-LET-06)**.
4. The Occupational Nurse (Employee Support) will work with the manager to assess the risk of the employee remaining at work while receiving addiction support and develop an action plan.
5. Where the employee attends counselling and/or meets with the Council's Medical Adviser, an assessment of the outcome will be provided in writing to the Occupational Nurse (Employee Support).
6. The Occupational Nurse (Employee Support) advises the employee and Resource Personnel Manager of outcome of referral.
7. If the problem is confirmed, the standard letter **(AP-LET-03)** with acknowledgement will be sent to the employee to sign and return **(PER-AP-2-05)**. Both copied to Resource.
8. If the problem is not confirmed, standard letter **(AP-LET-04)** is sent to employee. Copied to the Trust.
9. Where an employee has been accepted on a programme of help, the Occupational Nurse (Employee Support) will monitor the employee's progress on the programme and will report to the employing Resource, as appropriate.
10. Occupational Nurse (Employee Support) interviews the employee at end of referral to discuss and provide where appropriate further help, information and advice.



## **Addiction Policy – Index of letters**

- PER-AP1 -05: Addiction - Employee referral form
- PER-AP2-05: Declaration to be signed by employee, to agree to support as per the Addiction Policy.
- AP- LET-01: Letter from Occupational Nurse (ON) confirming initial meeting.
- AP-LET-02: Letter from ON confirming the employee's appointment with the Employee Counselling Service.
- AP-LET-03: Letter confirming employee has an addiction and request to complete PER-AP-05
- AP-LET-04: Letter confirming no addiction problem was established by the Employee Counselling Service.
- AP-LET-05: Letter confirming no addiction problem was established & referring to potential use of disciplinary procedures.
- AP-LET-06: Letter confirming appointment with Occupational Health Adviser.
- AP-LET-07: Letter confirming employee has an addiction problem & reference made to disciplinary action being held in abeyance.
- AP-LET-08: Letter confirming no addiction problem further to meeting with ON.
- AP-LET-09: Letter confirming no addiction problem was established & referring back to disciplinary procedures

PER-AP-1-05

**Referral form**

**Private and Confidential**

**To:- Personnel Adviser (Employee Support)**  
**F.A.O. Occupational Nurse (Employee Support)**

I detail below the necessary information in respect of the following employee who has accepted an offer of referral to the Occupational Nurse.

<b>Name</b>	
<b>Employee contact telephone number</b>	
<b>Home Address</b>	
<b>Post code</b>	
<b>Resource</b>	
<b>Location</b>	
<b>Designation</b>	
<b>Circumstances leading to referral / reason for referral</b>	
<b>Any other relevant information</b>	
<b>Line Manager Signature</b>	
<b>Name in capitals</b>	
<b>Date</b>	
<b>Contact number</b>	

**PER-AP2-05**

**South Lanarkshire Leisure and Culture  
Addiction policy**

If an employee accepts assistance through the policy, they will be entitled to:

- i. Confidentiality, in respect of their addiction, between themselves and the Occupational Nurse (Employee Support), Occupational Health Adviser, Employee Counselling Service, Human Resource Section, Trade Union Representative and their manager .
- ii. Paid time off to attend counselling session(s).
- iii. Granted leave, if necessary, to undergo treatment and such leave will be treated as sick leave within the terms of the Trust's sick pay scheme.
- iv. On their return to work, the employee will be entitled to return to the same job unless the Trust decides that the effect of the addiction renders them unsuitable for the same job. In such cases alternative employment should be sought for employees.
- v. Where help has been accepted and the problem resolved, the employee's normal promotional prospects will not be affected.
- vi. Where following return to work (after or during treatment) and work performance/conduct suffers as a result of continued addiction related problems, each case will be considered on its merits. Where appropriate, a further opportunity to accept support/counselling may be offered.

**I acknowledge receipt of your letter of (insert date) and confirm that I understand that the continuation of the help offered is dependent upon my full co-operation on the prescribed recovery programme and satisfactory attendance, performance and conduct at work. I appreciate that failure to comply with these requirements may result in the support being withdrawn and disciplinary action may be taken.**

Signature	
Date	

Please return marked **Private and Confidential** to:

Occupational Nurse (Employee Support)  
Personnel Services  
Floor 3, Council Offices  
Almada Street  
Hamilton  
ML3 0AQ

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

I refer to your discussion with (insert name) at which time you indicated your willingness to undertake assistance as provided for in South Lanarkshire Leisure and Culture's Addiction Policy. As a result of this, an appointment has been scheduled for you to meet with me on (insert date/time) at my office.

If you have any questions or concerns prior to this meeting, please contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

Further to our meeting of (insert date), I am writing to advise you that an appointment has been arranged for you to meet with a counsellor to discuss and assess whether you have an addiction related problem.

The arrangements for your appointment are:

**Time:**  
**Date:**  
**Address:**

If you have any questions or concerns prior to this appointment, please don't hesitate to contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

I refer our meeting on (insert date) at which time we discussed the provision of assistance under South Lanarkshire Leisure and Culture's Addiction Policy. As a result of this discussion, arrangements were made for you to attend the Employee Counselling Service on (insert date) for the purpose of assessment. I am informed that this assessment confirmed that you have an addiction related problem and I understand that you are prepared to participate in the recovery programme that has been recommended.

The Trust's Addiction Policy entitles you to paid time off to attend counselling sessions or granted leave, if necessary, to undergo treatment. However, this assistance is dependent upon your full co-operation on the prescribed recovery programme and satisfactory attendance, performance and conduct at work.

Please also find enclosed form PER-AP-2-05, which you are required to complete and submit to the Occupational Nurse (Employee Support), Personnel Services, Floor 3, Council Offices, Almada Street, Hamilton ML3 0AQ. Please mark your envelope 'Private and Confidential.'



You can be assured of confidentiality through the course of your treatment programme and you may contact me at any time on 01698 454677, if you have questions or concerns.

Yours sincerely

**Occupational Nurse  
Employee Support**

an equal  
opportunities  
employer



INVESTORS  
IN PEOPLE



**Healthy  
Working  
Lives**

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

I am writing to advise you that I have now received the report from your assessment carried out by the Employee Counselling Service on (insert date). The assessment has failed to establish the existence of an addiction related problem. In view of this, the facilities which could have been afforded under the Council's Addiction Policy for employees with addiction related problems would not be appropriate and therefore do not apply in your case.

If you have any questions regarding the outcome of this assessment, please contact me on 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
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**Date:**

Dear <Recipient Name>

I am writing to advise you that I have now received the report from your assessment carried out by the Employee Counselling Service on (insert date). The assessment has failed to establish the existence of an addiction related problem. In view of this, the facilities which could have been afforded under the Council's Addiction Policy for employees with addiction related problems would not be appropriate and therefore do not apply in your case.

Should your work performance / conduct give your Resource Management cause for concern, as indicated at your meeting with them, it may be necessary to continue dealing with the problem through the normal disciplinary procedures.

If you have any questions regarding the outcome of this assessment, please contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

an equal  
opportunities  
employer



INVESTORS  
IN PEOPLE



**Healthy  
Working  
Lives**

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

Further to our meeting of (insert date), I am writing to advise you that an appointment has been scheduled for you to attend the Occupational Health Adviser for the purpose of an assessment on (insert date/time), at the Council Offices, West Wing Reception, Almada St, Hamilton. Your appointment will be no longer than 30 minutes.

If you have any questions or concerns prior to this appointment, please contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

**Private and Confidential**

<name>  
<address line 1>  
<address line 2>  
<address line 3>  
<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

I refer our meeting at this office on (insert date) at which time you indicated your willingness to undertake assistance as provided in South Lanarkshire Leisure and Culture's Policy for employees with addiction problems. As a result of this, arrangements were made for you to attend the Employee Counselling Service on (insert date) for the purpose of assessment. I am informed that this assessment confirmed that you have an addiction related problem and I understand that you are prepared to participate in the recovery programme that has been recommended.

As a result of this I am now writing to advise you that, in accordance with the Council's Addiction Policy, the decision to take disciplinary action as previously explained to you under the terms of the Council's Disciplinary Procedure, has been held in abeyance pending the outcome of your participation on the prescribed recovery programme. Your progress on this programme will be closely monitored and I have to stress to you that failure to co-operate fully in the recovery programme and/or attain a satisfactory level of attendance, performance or conduct at work may result in the support being withdrawn and the implementation of the above mentioned disciplinary action.

Please also find enclosed form PER-AP-2-05, which you are required to complete and submit to the Occupational Nurse (Employee Support), Personnel Services, Floor 3, Council Offices, Almada Street, Hamilton ML3 0AQ. Please mark your envelope 'Private and Confidential.'

If you have any questions or concerns prior to this meeting, please contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

an equal  
opportunities  
employer



INVESTORS  
IN PEOPLE



**Healthy  
Working  
Lives**

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<etc>

**Our ref:** <our ref>  
**Your ref:** <our ref>  
**If calling ask for:** <Name>  
**Phone:** <your phone no>  
**Date:**

Dear <Recipient Name>

With reference to your recent appointment with the Council's Medical Adviser, I have now been informed that the assessment carried out by the Medical Adviser has failed to establish the existence of an addiction related problem. In view of this, the facilities which could have been afforded under the Council's Policy and Procedures for employees with addiction related problems are inappropriate and do not apply in your case.

Your line manager will now wish to discuss with you the disciplinary action that was earlier held in abeyance.

If you have any questions regarding the outcome of this assessment, please to contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**

**Private and Confidential**

<name>  
<address line 1>  
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**Our ref:** <our ref>  
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**Date:**

Dear <Recipient Name>

I am writing to advise you that I have now received the report from your assessment carried out by the Employee Counselling service on (insert date). The assessment has failed to establish the existence of an addiction related problem. In view of this, the facilities which could have been afforded under the Council's Addiction Policy for employees with addiction related problems would not be appropriate and therefore do not apply in your case.

Your line manager will now wish to discuss with you the disciplinary action that was earlier held in abeyance.

If you have any questions regarding the outcome of this assessment, please contact me at 01698 454677.

Yours sincerely

**Occupational Nurse  
Employee Support**