

Home » Resources & Tools » Helping Staff » Procedures and Manuals » **[an error occurred while processing this directive] Drug and alcohol (substance misuse) procedures**

## Drug and alcohol (substance misuse) procedures

---

### Managing employees who do not comply with the policy

Employees may face disciplinary action, potentially resulting in dismissal, where they are found to be:

under the influence of alcohol and/or illicit substances during work hours

in possession of alcohol and/or illicit substances during work hours

in a Ministry vehicle while under the influence of alcohol or drugs

have brought in alcohol for consumption and/or have consumed alcohol on Ministry premises without the express permission of the immediate manager.

In some cases, where the law has potentially been broken, Police may be contacted to investigate further.

In cases where a manager recognises that an employee is displaying reduced performance due to alleged substance misuse, including where it occurs outside of work hours, the manager will discretely discuss the matter with the employee and offer assistance through the Employee Assistance Programme. Failure to improve performance after a fair and reasonable time may result in disciplinary action with the employee concerned. Such action could include dismissal.

Employees who require time off work to receive treatment for an alcohol or substance addiction must provide a medical certificate in accordance with the Ministry's requirements when taking sick leave. Managers should contact a HR Consultant to discuss the employee's absence and how they can best support them when they return to the workplace.

### Managing Clients who are intoxicated and/or under the influence

---

Information about how to deal with difficult clients and avoid unsafe situations is available in the StaffSecure Guidelines.

[StaffSecure Guidelines](http://doogle/documents/working-here/keeping-healthy-and-safe/security/staff-secure-booklet.pdf) (PDF 164.13KB) [<http://doogle/documents/working-here/keeping-healthy-and-safe/security/staff-secure-booklet.pdf>]

---

Content owner: [Health Safety and Security](#). Last updated: 14 August 2014