

## Policy Development and Implementation:

Drug Sense UK offers a range of services in policy development, whether it be an initial visit to assess the effectiveness and legality of your current policy or full development, dissemination and implementation of a new policy, we are here to help.

### Why introduce a Drugs and Alcohol Policy..?



It's tempting to assume that drugs misuse only affects others, or perhaps the companies and organisations that have a large employee base. **This simply is not true.** Most employers can at sometime expect to encounter problems related to drugs misuse. We have now moved rapidly into a new era as far as the availability and use of illegal drugs, and as such employers need to take the problem a lot more seriously and put in place policies that can deal with the modern day threat of those using illegal drugs in the workplace.

A policy should apply to all staff, and should be clear and concise as to the consequences of drugs misuse in the workplace.

It should be easily accessible to all staff, and disseminated on a regular basis. This should be supported by regular training for all staff and specific training for Managers/Supervisors and other key roles such as Health and Safety reps, First aiders etc.

### Do what do I have to do..??

Here are some key steps that you may wish to consider when [developing your policy](#) :

- Seek advice from a specialist and support from senior management.
- Gather the facts and information to support policy development.
- Identify the key personnel to form a working group ensuring that all staff, and union, where applicable, are represented.
- Organise training for those on the group.
- Develop a draft policy.
- Circulate the draft policy for feedback to all staff or a representative sample of the workforce.
- Redraft if appropriate and seek final approval.

Having considered the ‘development stage of your policy’ you now need to consider the [implementation of the policy](#). Here are some key factors to consider:

- Design a training package for managers and staff.
- Organise and deliver this training.
- Promote and advertise the new policy to staff.
- All employees should receive a copy of the policy.
- Staff inductions should include information on workplace policies.
- Future job descriptions should contain reference to the policy.
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### **Regularly monitor and review the policy to ensure its effectiveness**

The last and final stage of your Drugs Misuse Policy is [the actual content](#). This may vary depending on the levels of safety requirement in your organisations and the type of employment, for example the level of critical safety for those that employ drivers, would differ to the needs of those who employ administrative staff. Both are just as important but for example those who employ drivers may wish to introduce ‘random’ drug testing as part of their policy, as this may be seen as ‘proportionate’ to the needs of that particular role. Here are some key factors to consider:

- Have clear aims and objectives.
- Be applicable to all.
- Refer to relevant legislation.
- Show a commitment to education and training.
- Include a section on confidentiality.
- Provide clear definitions.
- Offer advice on support.
- State the rules clearly.
- Outline roles and responsibilities.
- Include a disciplinary procedure.
- Include a monitoring and review process



Getting it ‘right’ doesn’t have to be difficult and can have many benefits to you and your organisation, **getting it ‘wrong’** could be disastrous for all concerned. Drug Sense UK has all the expertise you will need...we are just a phone call away. Contact us now for further information ([link to contact page](#))

**“Drugs Misuse has no social boundaries and those abusing them are quite often the very last person you would have suspected..”**