

- 3.1 The School will assist all members of staff to identify potential alcohol or drug problems and will encourage staff to seek help at an early stage. Attempts to conceal a colleague's problem may be misguided and counter-productive, as it is important to recognise and treat a condition at an early stage when help may stand a better chance of success.
 - 3.2 Staff who consider that they may have a problem will be encouraged to seek help and treatment voluntarily, and appropriate medical advice from the School's Occupational Health Service will be offered in the strictest confidence.
 - 3.3 Whilst alcohol/drug dependence does not excuse poor work performance or misconduct it may be treated as a mitigating factor, and disciplinary procedures may be suspended whilst opportunity is taken to seek diagnosis and, if necessary, treatment (see section 6).
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- 4.1 Any member of staff who is concerned that s/he may have a dependence on alcohol or drugs is encouraged to seek help and advice from their General Practitioner. If the School believes that an employee is dependent on alcohol or drugs it may require that employee to attend an interview with the School's Occupational Health Doctor. The Occupational Health Doctor will then provide the School with a report

- 6.1 If a possible alcohol/drug related problem comes to light through behaviour which could result in disciplinary action the above procedures will apply. The employee has the right to refuse the offer of help and such a refusal will not, in itself, be a matter for disciplinary action. However, staff refusing to undertake treatment, when appropriate, will be advised that unacceptable performance or behaviour will be dealt with in accordance with normal disciplinary procedures.
- 6.2 If a problem comes to light through performance and/or behaviour which is subject to disciplinary action and the member of staff chooses to accept referral for assessment and possible treatment, the School will suspend such action dependent on the employee:
 - 6.2.1 Complying with the referral and meeting with the School's Occupational Health Doctor for assessment of the problem;
 - 6.2.2 Co-operating with any recommended programme of support/treatment which will help him/her to overcome the problem;
 - 6.2.3 Agreeing to the treatment agency liaising with the School's Occupational Health Doctor with regard to the level of attendance for and co-operation with treatment, and
 - 6.2.4 I

(the School's occupational health service)

20 Gower Street
London WC1E 6DP
Tel: 020 7636 7628

(Support group for families/friends of problem drinkers)

Wednesdays at 19 30 hrs

6 Little Russell Street
London WC1A 2HR

Tel: 020 7403 0888

www.al-non.org.uk

64 Leman Street

London E1 8EU

Tel: 020 7264 0510

www.alcoholconcern.org.uk

National Helpline Number: 0845 769 7555 (calls charged at local rate)

www.alcoholics-anonymous.org.uk

55 Fortess Road

Kentish Town

London NW5 1AD

Tel: 020 7485 1945

309 Grays Inn Road
London WC1X 8QF
Tel: 020 7530 5900

C/o City Hall
Guildhall
PO BOX 270
London EC2P 2EJ
Tel: 020 7332 3084