



Glasgow Kelvin College

Equality Impact Assessment

**Alcohol, Drugs and Substance Misuse Policy**

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**Title of Policy, Procedure or Practice:**

**Alcohol, Drugs and Substance Misuse Policy**

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**Type of Policy, Procedure or Practice:**

**New**

**Existing, Reviewed or Revised**

**Team Leading Impact Assessment:**

**People and Culture**

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**Lead Person:**

**Doreen Shiels**

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**Date of Assessment: January – March 22**

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## Aims and Outcomes

**What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?**

This Policy explains the responsibilities and principle behind the College's approach to managing the misuse of drugs, alcohol and other substances by employees.

- Outline the College's responsibilities as an employer in managing the impact at work of staff's alcohol, drugs or substance misuse.
- Ensure that a member of staff's misuse of alcohol, drugs and substance does not affect the health and safety of that individual, their colleagues or others with whom they come into contact in the course of their work.
- Set out the rules regarding the use of intoxicating substances and ensure employees are aware of the likely consequences to their employment if misusing substances impacts on the College.
- Make staff aware of their responsibilities regarding alcohol, drug and substance misuse and related problems.
- Provide a framework to enable instances of misuse to be handled in an appropriate, confidential and consistent manner.
- Ensure that a member of staff's misuse of alcohol, drugs and substances does not affect the efficient and effective operation of the College's activities.
- Provide information on the symptoms and effects of alcohol, drugs and substance misuse and external sources of help.
- Raise staff awareness as to the risks of alcohol, drug, and substance misuse.
- Provide guidance and training on managing staff who have disclosed an alcohol, drugs or substance related problem, and/or where a manager recognises signs of potential misuse affecting a staff members work to ensure staff are treated with sympathy, fairly and consistently.

**Evidence and Information**

**What information has been used as the basis for this EIA?**

Relevant legislation:

- Misuse of Drugs Act 1971
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- General Data Protection Regulations 2018 and the Data Protection Act 1998
- Human Rights Act 1998 (Article 8)
- Road Traffic Act 1988
- Transport and Work Act 1992
- The Equality Act 2010

ACAS – Health, Work and Wellbeing  
 NHS – Websites  
 Drink Wise – Age Well – website  
 FRANK – website

**Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?**

Senior Management  
 Human Resources  
 Trades Unions  
 TU Health and Safety Representatives  
 HSE  
 Health and Safety Manager  
 BTO – College Legal Advisors  
 Policies and Procedures of other organisations

**What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?**

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age.
Disability	The policy applies to all regardless of disability.  Where a person’s physical or psychological dependency on alcohol, drugs or substances continually or repeatedly interferes with their work, the matter will be treated as a capability issue in

	accordance with the Attendance Management and Support Policy and Procedure whereby, in the first instance, the manager will discuss the matter with the member of staff. If an alcohol, drug or substance misuse problem is identified the member of staff will be referred to Occupational Health for further advice and support. Advice and support can be sought from the HRM Team, People and Culture Services.
Gender	The policy applies to all regardless of gender.
Gender reassignment	The policy applies to all regardless of gender reassignment.
Marriage and Civil partnership	The policy applies to all regardless of marital status.
Pregnancy and Maternity	The policy applies to all regardless if the woman is pregnant. The particular impact of substance misuse on pregnancy will be highlighted as part of the College's ongoing campaigns.
Racial group	The policy applies to all regardless of race.
Religion or belief	The policy applies to all regardless of religion or belief.
Sexual orientation	The policy applies to all regardless of sexual orientation.

**Are you able to reduce any potential negative impacts identified? If so, how?**

**N/A**  
**Equal opportunities** by which it is understood that in applying these procedures all members of staff will be treated without distinction in relation to sex or gender, sexual orientation, marital or parental status or other family circumstance, disability, race, ethnic or national origin, political belief, membership of or activities as part of a trade union, and social or economic status.

**Compliance with General Equality Duty**

**Does the policy, procedure or practice comply with the three parts of the general duty?**

- **Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)**
- **Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups**
- **Advance equality of opportunity between people from different groups**

Yes  No

**If no, what arrangements could be implemented to better comply with the duty?**

N/A

**What is the EIA outcome?**

A positive impact is likely  A negative impact is not foreseen

A negative impact is likely  A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes  No

If no, what changes will you make before implementation?

N/A

**Action and Monitoring**

What action will be taken, by whom and when?

Policy issued to all existing staff to raise awareness  
 Policy issued to all new staff as part of induction process  
 Policy available on the intranet and internet  
 Health and Safety Committee raise awareness of impact of substance misuse

Once implemented how the policy will, procedure or practice be monitored?

Monitoring of EAP statistics  
 Monitoring of attendance management  
 Staff surveys

Signed: Doreen Shiels

Date: 01.08.22

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management. Please return to the EDI manager for approval by the EDI Committee

**Approval –**

Signed – Geoff Lawson

Date – 18.08.22

## **Appendix**

**Equality Act General Duty** requires colleges to have **due regard** to the need to:

**1. Eliminate**

- a) discrimination,
- b) harassment,
- c) victimization; or
- d) any other prohibited conduct

**2. Advance** equality of opportunity by

- a) removing or minimising disadvantage
- b) meeting the needs of particular groups that are different from the needs of others
- c) encouraging participation in public life

**3. Foster** good relations – tackle prejudice, promote understanding

### **Protected Characteristics:**

- 1. Age
- 2. Disability
- 3. Gender Reassignment
- 4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
- 5. Pregnancy And Maternity
- 6. Race
- 7. Religion Or Belief
- 8. Sex/ Gender
- 9. Sexual Orientation.