



ALCOHOL AND DRUG ABUSE

HR011/2018

The signatories hereof, confirm their acceptance of the contents and authorize the adoption thereof.

Signature: CEO

Date

Signature: Chairperson: HR Committee

Date

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Signature: Chairperson: Board

Date

Approval Page

1. PURPOSE

The Approval page is to ensure that the approval *steps were* followed in order to indicate the status of the document.

The Custodian of this policy is the office of the Human Resources Officer [HR] who will, together with the Chief Executive Officer [CEOS and management of DTMH, be responsible for reviewing this document at least annually and/or when necessary.

The Policies and Procedure will be divided into the following divisions:

- HR Development' Development and training of DTMH employees e.g. Educational Assistance, Attendance of External Courses etc.
- HR Management. Compliance with DTMH rules and regulations e.g. Abscondment, Leave *etc.*

2. STEPS IN APPROVAL PROCESS

Policy Review Committee Recommendation (Compliance - technical *Correctness* and integration with other policies and Procedures) Review Committee - Consists of department heads)

CEO Recommendation (Compliance check with Legislation and policy]

Name of CEO and Signature		Recommended
Date		Not Recommended/ Resubmit"

Name of Chair of HR Committee and Signature		Recommended	
Date of Review		°commended / Resubmit*	

1. INTRODUCTION

DTMH has a vital interest in maintaining a safe, healthy, effective and professional working environment for all its *employees*. Drug and alcohol abuse are regarded by DTMH as serious social and economic problems. Employees who are under the influence of alcohol or drugs present safety and health risks to themselves and their fellow employees, and have a detrimental effect upon high standards of performance and conduct.

2. POLICY STATEMENT

2.1. It is the policy of DTMH to:

2.1.1 Maintain a safe and healthy working environment for all employees free of the influence of alcohol and drugs, in order to ensure the excellent reputation of DTMH and its employees and that service is maintained at the highest possible standard;

2.1.2 Provide assistance to employees who seek help in overcoming dependency upon, or problems with, alcohol and drugs through referrals to appropriate organizations;

2.1.3 DTMH distinguishes two types of duty: those employees who directly interface with external stakeholders and those who do not. A staff member hosting external stakeholders may not drink during office hours.

2.2 Drinking alcohol on duty will not be tolerated and will be grounds for a disciplinary hearing.

2.3 Driving an DTMH's vehicle under the influence of alcohol as determined by law, no matter what the circumstances, shall face the consequences, DTMH shall not be held liable.

2.4 Employees who are using prescribed medication which may present a safety risk or interfere with job performance are required to report such use to their respective managers.

3. POLICY REFERENCE

This policy must be read in conjunction with all other related and applicable policies.
