



Substance Abuse Policy

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1. PURPOSE

The purpose of this policy is to prevent any hazards to the health, safety and security of all employees and visitors; and to safeguard the organization assets from misuse and abuse by employees under the influence of drugs and alcohol.

2. DEFINITIONS

TERMINOLOGY	DESCRIPTION
Workplace	SASSETA Office or any other place(s) where employees are expected to perform their official duties.
Substance	Alcohol and/or drugs.
Visitor	any person entering SASSETA workplace who is not a SASSETA employee or contracted on -site Security Officers. Included in this category are stakeholders, service providers, members of public, etc.

3. POLICY PRINCIPLES

- 3.1 SASSETA shall not permit any person who is under the influence of intoxicating liquor or drugs, or who appears to be under the influence of intoxicating liquor, drugs or substance, to enter or remain at a workplace.
- 3.2 No person at a workplace shall be under the influence of, or have in his or her possession, or partake of or offer to any other person alcohol or drugs or any other substance.
- 3.3 It is a serious offence which warrants a formal disciplinary hearing for any SASSETA employee to report for work while he/she is under the influence of drugs or liquor.
- 3.4 No employee may arrive at work with alcohol smelling on the breath. To be accused of "having presented for work after having consumed alcohol or substance, /narcotic producing affect), the employee does not necessarily have to be completely intoxicated.
- 3.5 Being intoxicated in the workplace is a serious misconduct. It is a dismissible offence that should be dealt with in terms of the SASSETA's Disciplinary Policy.
- 3.6 Employees who have alcohol or substance consumption / abuse problem should come forward and bring their problems to the attention of Management for an assistance that will be offered through Employee Wellness Programme (EWP). Substance/alcohol or drug abuse is seen as a form of incapacity hence the need for employee wellness programme intervention.

- 3.7 Interventions offered under EWP will only be made available to those employees who demonstrate that they have a genuine desire to be helped, and where it can be reasonably concluded that the programme will result in success for this employee.
- 3.8 Where required interventions which do not form part of the EWP, for example rehabilitation, are needed SASSETA may make funds available to the employee to pay the costs of rehabilitation, but this will be in the form of an advance and the employee must re-pay the amount at an agreed monthly amount and will have to utilize annual leave for this purpose.
- 3.9 An employee cannot be forced to undergo rehabilitation, but SASSETA can demand that, since the employee has affirmed that it is no problem and that he/she can stop the drinking (or drugging) immediately, the employee must then stop the habit immediately or SASSETA makes the rehabilitation program mandatory to the affected employee(s).
- 3.10 In addition to the requirement that the employee agree to undergo rehabilitation, the employee must join the Alcoholics Anonymous (or another suitable organisation). The employee must attend all meetings of that organisation, and he/she must demonstrate they remain sober for at least 2 years after completing the rehabilitation program.
- 3.11 Should any of the conditions agreed to be breached; further assistance will not be offered. Furthermore, if an employee undergoes the rehabilitation program as stated in this policy, and later reverts to the old habits, the disciplinary process must then be followed to secure fair dismissal. SASSETA will only offer the program to an employee once.
- 3.12 When an employee denies that he has a substance dependence problem, counselling will be deemed unnecessary - the matter is treated as misconduct in terms of the SASSETA Disciplinary policy.

4. TESTING

- 4.1 SASSETA reserves the right to conduct random and selective tests on persons entering any of its workplaces and who are suspected of being under the influence of either alcohol or drugs.
- 4.2 All employees and visitors may be required to undertake an alcohol test on entering the SASSETA's premises.
- 4.3 Any employee who was involved in accident whilst driving SASSETA vehicle will be required to undergo a drug and alcohol test, if medically possible.
- 4.4 Where an employee is suspected of being under the influence, the line manager should make use of the alcohol/drug testing sheet as an initial screening tool. Note will be taken of circumstantial evidence, such as bloodshot eyes, slurred speech, the smell of alcohol on the breath, unsteadiness on his feet, dishevelled appearance, aggressive or abusive or arrogant or out of character behaviour, and the inability to walk a 10-metre straight line with the arms held out horizontally.
- 4.5 Where a positive initial evaluation of more than two of the indicators as per the alcohol/drug test sheet is recorded, it would count against the employee and constitutes

circumstantial evidence which strengthens SASSETA's case to reach a logical conclusion that the employee has been consuming or appears to have consumed alcoholic liquor or drugs.

- 4.6 The employee is entitled to have a representative to assist him, and the Manager (employer representative) will also have someone present as a witness to ensure fairness of the procedure.
- 4.7 The employee will then subject him/herself to a breathalyser or urine test and/or blood test by a registered medical practitioner at SASSETA's costs and the results be made available to a disciplinary committee. The test should be opened and performed with a witness for both SASSETA as well as for the employee present.
- 4.8 The rights of all individuals will be observed and testing for drugs will be done free of any threats.
- 4.9 All tests will be conducted in the presence of witnesses together with a written record of the events.
- 4.10 Should the employee refuse testing it will be considered aggravating circumstances. The employee must be escorted out of the premises and asked to return when sober. This would be considered unpaid leave and the disciplinary process be initiated upon his/her return.
- 4.11 According to the provisions of the Occupational Health and Safety Act, Act 85 of 1993, in particular general safety regulation number 2(a), an employee who is under the influence of alcoholic liquor or drugs, or who appears to be under the influence of alcoholic liquor or drugs, arrives at the work premises, the employer is legally obliged to refuse him/her entry to the premises. Therefore, he/she will not be allowed entry to or carry out his/her duties on any of SASSETA's premises."

(It is not a question of whether the amount of liquor consumed, or the degree of drunkenness is sufficient to cause the employee to be incapable of carrying out his duties. The question is - if he has consumed or appears to have consumed alcoholic liquor or drugs (in any quantity) he/she is not allowed to be in the workplace).

5. POOR PERFORMANCE DUE TO ALCOHOL/DRUG ABUSE

- 5.1 Where an immediate supervisor/manager suspects that poor performance is due to alcohol or drug abuse, a counselling meeting must be arranged where the employee shall be afforded a platform to speak out his/her problem and seek employer's assistance.
- 5.2 It is important to remember not to diagnose whether the employee is an alcoholic or not – but to determine that the employee's drinking habits are impacting adversely on the workplace and his/her work performance. That knowledge is sufficient to justify the employer taking action. All the employees' rights as pertained in the SASSETA's Disciplinary Policy must be respected.
- 5.3 During this meeting the relevant issues should be explored, and questions answered.
- 5.4 The employee must explain why he/she is failing to achieve the required work performance standards and he must justify his absenteeism, late coming, and so on.

5.5 The outcome of this meeting i.e. refusal to acknowledge a drinking or drug abuse problem must be recorded in detail as well as the follow up actions as per the normal SASSETA counselling procedure.

6. APPROVAL

Document Name	Substance Abuse Policy
Year of Current Review	2022/2023
Year of Next Review	2026/2027
Review process championed by the Chief Executive Officer	
Name of the CEO	Mr Thamsanqa Mdontswa
Signature: 	Date: 24/06/2022
Document reviewed and recommended for approval by HR and Remuneration Committee	
Name of the Chairperson	Ms Motlalepula Molefe
Signature: 	Date: 2022-06-24
Approved by the Board	
Name of the Chairperson	Mr Chris Mudau
Signature: 	Date: 24/06/2022

ANNEXURE A: ALCOHOL & SUBSTANCE ABUSE TEST SHEET

Employee's name: _____

Department: _____

1	Alcohol smelt on breath	yes		no
2	Speech	slurred	slight	normal
3	Steadiness on feet	unsteady	slight	normal
4	Redness of eyes	very	slight	normal
5	Attitude/behaviour	aggressive	passive	normal
6	Reaction to questions	incoherent	slight	normal
7	Gait (walk- pace, manner)	erratic	slight	normal
8	Eye/hand co-ordination	poor	slight	normal
9	Focus	affected	slight	normal
10	Handwriting	uneven		normal
11	General appearance	abnormal		normal
12	Able to carry on with duties?	no		yes
13	Result of blood/urine test	positive		negative
14	Result of alcoholometer test	positive		negative
15	Seen with/using alcohol/drug	yes		no

Comment(s):

N.B: It is not necessary that all the above tests should be done to prove that the person has taken alcohol/drugs, but a minimum of two must be done.

Signature of the Manager / Observer Date Time

Signature of the Employee Date Time

Signature of the Manager's Witness

Date

Time

Signature of Employee's Witness

Date

Time