

## Equality Impact Assessment

3.1	<b>Title of Proposal:</b>	Substance Misuse Policy
3.2	<b>Service Area: Department:</b>	Human Resources
3.3	<b>Description:</b>	<p>This policy sets out Scottish Borders Council's position on the misuse of alcohol or other substances, whether legal or illegal.</p> <p>The Council is committed to ensuring the health, safety and welfare of its employees and the public recognising that every individual has a responsibility for their own health. However, it can become apparent within the work environment that an employee is developing health problems. The workplace is, therefore, a legitimate point at which to offer help to those with drug and/or alcohol misuse problems.</p> <p>This policy aims to:</p> <ul style="list-style-type: none"> <li>• ensure the health, safety and wellbeing of employees and the public;</li> <li>• outline the support available to employees with drug and/or alcohol problems;</li> <li>• prevent drug and alcohol problems at work through awareness-raising and other means;</li> <li>• promote general health and wellbeing and reduce levels of absence as a result of drug and alcohol misuse;</li> <li>• set clear rules about the use of drugs and alcohol in the workplace;</li> <li>• support managers to tackle perceived problems at an early stage;</li> <li>• comply with best practice and legislation, particularly the Health and Safety at Work Act 1974; and</li> <li>• protect the reputation of the Council.</li> </ul> <p>The Policy also includes details on education and training and where internal and external help can be sought.</p>

	<p>Additionally the Policy details clearly responsibilities for managers and employees on the subject matter. Furthermore the Policy adheres to best practice and focuses much on the legislation relevant to alcohol and misuse of drugs.</p>
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3.4	<b>Impact Assessment</b>					
	<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>	<b>Mitigation &amp; Recommendations</b>
		<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>		
	<b>All protected characteristics including Age, Disability, Gender, Race, Religion/Belief, Pregnancy/Maternity, Sexual Orientation, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.</b>	X			<p>This policy sets out Scottish Borders Council's position on the misuse of alcohol or other substances, whether legal or illegal.</p> <p>The Policy makes all reasonable provision to ensure equality of access to all staff. There are no statements or conditions or requirements that disadvantage any particular group of people with a protected characteristic.</p> <p>Therefore it is deemed that there is no likelihood that this Policy will affect people who share protected characteristics differently from other people.</p>	

3.5	<b>Relevance to the Equality Duty in Summary:</b>
	<b>What impact will your proposal have on the following :</b>

	<b>Equality Duty</b>	<b>Reasoning:</b>
	<ul style="list-style-type: none"> <li>• <b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b></li> <li>• <b>Promotion of equality of opportunity</b></li> <li>• <b>Foster good relations</b></li> </ul>	<p>Due to the very nature of this Policy it does not directly attribute to the equality duty. The Policy follows good practice and applies to all employees regardless of whether they belong to a protected characteristic or not.</p> <p>Nevertheless it is felt that the Policy is likely to have a positive impact due to its availing of access to all staff, attributing to the promoting of equality of opportunity. The Policy also sets out a clear procedure for all Employees to follow which should allow for consistent and fair application.</p>

3.6	<b>Recommendations &amp; Mitigation</b>		
	<b>Characteristic</b>	<b>Mitigation/Recommendation</b>	<b>Approved Yes/No</b>
	General	Council's commitment to equalities is communicated to all	<b>Yes</b>
		In line with HR procedures the outcomes of this Policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy.	<b>Yes</b>
		A review of the Policy including a full Equality Impact Assessment will be carried out every two years in accordance with the Council's HR Policy Review programme or as required by legislative requirements in order that the Policy remains relevant and fit for purpose.	<b>Yes</b>

**Signed Off (Sign off must be completed by Service Manager or Director)**

Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	24 <sup>th</sup> May 2017

**EIA Completed By**

Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	17 <sup>th</sup> May 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	17 <sup>th</sup> May 2017