

Effective as from 1 January 2018

ALCOHOL AND DRUG WORKPLACE POLICY

1. PREAMBLE

The Legal Assistance Centre (the centre) in recognition of the severe social and personal problems often resulting from the abuse of alcohol and drugs in our society is committed to maintaining both the enforcement of applicable laws and providing logistical support for employees with alcohol or drug-related problems.

The primary goal of the Alcohol and Drug Workplace Policy is to minimise health and social harm stemming from the abuse of alcohol and drugs.

2. PRINCIPLES

The Centre affirms that it will be directed by the provisions of the Namibian Constitution and the provisions of the Labour Act, Act 11 of 2007 in dealing with disciplinary issues arising from alcohol and/or drug-related abuse in the workplace. In amplification thereof:

(a) The unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances is prohibited on work premises;

(b) Any employee found to have violated this policy or engaged in prohibited drug or alcohol consumption which has an adverse impact upon the workplace will be subjected to appropriate disciplinary action in accordance with the provisions of the Labour Act and the LAC's disciplinary code and procedure;



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It may be used for reference purposes only.

(c) At the discretion of the Centre, any employee convicted of a drug offence involving the workplace, shall be subject to employee discipline (up to and including termination) and/or required to satisfactorily complete a drug rehabilitation programme; and

(d) An employee of the centre is expected to notify his/her supervisor if he or she has been convicted of a drug or alcohol offence connected with the workplace within five days of the conviction.

The centre also confirms that it will create a supportive and positive environment to encourage employees who wish to seek counselling and/or treatment for alcohol or drug dependency. In amplification of this commitment, the centre affirms that:

(e) Employees who are engaged in the illegal use of controlled substances, or who are either dependent on alcohol, or who abuse alcohol regularly, are encouraged to seek professional advice and treatment and to contact the Director or Manager, who will assist in obtaining available treatment.

(f) Any employee who elects to discuss an alcohol or drug problem with the centre's management is guaranteed of strictest confidentiality and discretion.

3. **ALCOHOL AND DRUG PROGRAMME IN THE WORK PLACE**

As a measure of its commitment to provide a constructive solution for employees with alcohol or drug problems, the centre makes the following gestures:

(a) LAC undertakes, where financially possible, to assist the employee with the costs of rehabilitation whether for treatment of alcohol or drug addiction or abuse as follows:



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- (i) For a first time treatment the full difference between the cost of rehabilitation and the medical aid portion paid out to the relevant institution. Relevant accounts and documentation to be presented with such claim. It is specifically noted that a medical referral to treatment is required.
 - (ii) In the event of the employee's family benefit of the medical aid fund for alcohol and drug abuse rehabilitation having been depleted, the employee's rehabilitation cost will be covered by the LAC provided that it is a first time treatment and provided that the necessary funds are available.
 - (iii) This assistance under (ii) above will decrease by 50% in respect of a second and 25% in respect of a third rehabilitation intervention for a staff member.
- (b) An employee who seeks treatment for either the addiction or abuse of alcohol or drugs will be entitled to unpaid leave for the time spent away from the office whilst undergoing such rehabilitative treatment. Paid leave can be considered at the discretion of management, should sick leave have been exhausted.
- (c) In the event where an employee's rehabilitation is not sustained and a continuous absence impacts negatively on the employee's work output and the organisation as such, such employee will be referred for an incapacity hearing.

4. **RESPONSIBILITY**

The Director or Manager will be responsible for the instituting of disciplinary action against employees found to have violated the provisions of this policy. The Director or Manager will also be responsible for consulting with the affected employee before a rehabilitation centre is chosen by the latter, if such course of action is agreed.



5. REHABILITATION CENTRES

The Rehabilitation Centre of the Ministry of Health and Social Services is currently the only rehabilitation centre in Namibia.

There are however other service organisations that render counselling services.

<u>Place</u>	<u>Contact Details</u>
<u>Centre:</u>	
(1) Etegameno Rehabilitation Centre	061-250 404/269 348 061-256 697 (fax) etegamenorehabnamibia@hotmail.com
(2) Okonguarri Psychotherapeutic Centre	067-697033/6 067-697035 (fax) info@okonguarri.com.na
<u>Service Organisations:</u>	
(1) Alcoholics Anonymous	061-222477 +26481 3256144
(2) Lifeline/Childline	061-226889 061-226894 (fax) admin@lifeline.org.na
(3) Blue Cross	061-400473 info@bluecross.org.na
(4) Drug Action Group	061- 230296
(5) Al-Anon	+264812566229



Dawnnam@gmail.com/

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(6) Circle of Friends

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