

ALCOHOL AND SUBSTANCE ABUSE POLICY
UTHUKELA ECONOMIC DEVELOPMENT
AGENCY
2026/2027 FINANCIAL YEAR

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1. PREAMBLE

The UThukela Economic Development Agency is concerned about Drug and Alcohol Abuse as the long term effects of substance abuse are far reaching. The individual, his/her family and work are often seriously compromised. The effects of alcohol abuse are often chronic in terms of ill health. Social effects include family disharmony, divorce, role conflict, physical and mental abuse, lack of performance at work, disharmony with fellow employees and dismissal.

The important elements of this policy in terms of Occupational Health is education, rehabilitation and the identification of the individual with a substance abuse problem not related to the disciplinary procedure. The Agency deems it as its responsibility to deal with the issue of drugs and alcohol abuse due to the nature of the services offered to the public.

2. PURPOSE OF THE POLICY

As the use of alcohol and drugs in the workplace cannot be allowed or condoned, the purpose of this policy is to create awareness to employees within the Agency with the primary focus on the following: -

- To eliminate the abuse and dependence on Alcohol and/or Drugs amongst employees

3. APPLICATION OF THE POLICY

This policy shall apply to all Agency employees and Board of Directors

4. DEFINITIONS

Alcohol

A substance taken to infuse drunkenness.

Breathalyser

Means a SABS approved breathalyser. A positive breathalyser test shall be a reading which is consistent with a blood alcohol Level of 0.05g per 100 ml of alcohol in blood or higher or as determined by the Road Traffic Act.

It is important to bear in mind that a breathalyser is an objective way of assessing the employee with regards to alcohol consumption. Signs and symptoms of alcohol misuse and abuse are very subjective and employees who abuse alcohol will usually deny this as they fear discrimination. An objective test which is applied scientifically with good control measures is therefore essential.

Board

Are people appointed or elected to oversee an organisation, make key decisions, and ensure it is run properly and in the best interest of stakeholders. (UThukela Economic Development Agency board members).

Drugs

Medicinal or natural substance causing addiction that will impair your ability to concentrate

Drunkenness Substance

When rendered incapable by alcohol/drug

Employee

Any permanent employee, trainee, contract or temporary excluding an independent contractor who works for the Agency.

Machinery

Means any article or combination of articles assembled, arranged or connected and Which is used or intended to be used for converting any form of energy to perform work, or which is used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy. *(by interpretation this, inter alia, would include a vehicle, vessel, train or aircraft; plant and machinery).*

Premises

Includes any building, vehicle, vessel, train or aircraft.

Rehabilitation

Restore to normal life by training after dependency.

Substance Abuse

The consumption of alcohol or drugs by an employee which interferes with his /her work or which detrimentally affects his/ her performance or ability to do the work and or his/ her relationships at work and it includes intoxication / stupor at work.

Workplace

Means any premises or place where a person performs work in the course of his/her employment.

5. CORPORATE RESPONSIBILITY

5.1 The Agency prohibits the consumption of and the possession of drugs or alcohol, during working hours, excluding prescription medication and then only when certified by a medical practitioner.

5.2 No alcohol will be served on Agency premises during working hours (including lunch time) nor will alcohol drinks be available at social events on Agency workplace

5.3 The Agency will provide opportunities for all its employees to be educated in and informed of the hazards of substance and of the contents of this policy.

5.4 No drugs shall be allowed on the premises of the Agency.

5.5 The only exception is where the medicines were supplied to the employee on prescription by a registered medical practitioner and are taken in accordance with the prescription.

5.6 The Agency shall only allow employees taking such medicines to perform duties at the workplace if the side effects of such medicines do not constitute a threat to the health or safety of the employee concerned or other persons at such workplace.

5.7 No employee shall be allowed to drive the Agency vehicle, operate any machinery, maintain/repair vehicles and/or machinery or perform any duty after consumption of any intoxicating substance.

5.8 No employee with alcohol in his/ her blood stream shall be allowed in the Agency premises.

5.9 Any employee with alcohol in the blood will be deemed unfit to work and disciplinary measures will be instituted accordingly, where applicable.

6. EMPLOYEE RESPONSIBILITY

6.1 Any employee found to be under the influence of alcohol / drugs may not enter or remain on the premises of the Agency and, and if he /she does so shall be liable for disciplinary action.

6.2 An employee has a responsibility to ensure that he/ she renders his/ her service to the best of his / her ability. This would include ensuring that he / she is not under the influence of a substance that could impair normal functioning in any manner whatsoever.

7. EMPLOYER IDENTIFICATION OF THE PROBLEM

The Employer will attempt to identify the emergence of substance abuse/ dependence in an employee by monitoring factors such as deterioration in work performance, absenteeism (especially on Mondays and Fridays), sick leave (especially Fridays and Mondays), accidents at work and behavioural changes towards other employees.

7.1 Monitoring of Substance Abuse

7.1.1 Accidents whilst on duty

7.1.1.1 All employees operating machinery including driving a motor vehicle whilst at work and are involved in accidents or injured whilst on duty will be tested for alcohol / drug abuse.

7.1.1.2 A breathalyser will be used for the screening of alcohol presence and a urine test will be used for the screening of drug abuse.

7.2 Suspected Substance Abuse

7.2.1 If at any stage of the employee's work supervisor is of the opinion that the employee may be under the influence of alcohol or drugs, that supervisor may require an employee concerned to undergo the relevant test.

7.2.2 The test will be conducted by an individual trained to do so.

7.2.3 A breathalyser will be used to detect alcohol abuse whilst a urine test will be used for the screening of drug abuse.

7.2.4 An employee to be tested has a right to be accompanied by a Union member or colleague.

7.3 Searches

Searches may be conducted by an authorised Agency Official when there is a:

- (a) Suspicion and/or a situation of disputed possession of a substance of abuse.
- (b) No consent is necessary for a specific search. Any substance of abuse found on the employee shall be confiscated and be submitted as proof of possession.

7.4 Standard Procedure for Testing.

(a) Prior to the test the Supervisor shall: -

- (i) Note the name, pay number and Department of the employee to be tested;
- (ii) Inform the employee that he / she is entitled to have a shop steward or colleague / peer present during the test

(b) Test Procedure: -

Testing for Alcohol — a regular calibrated Industrial breathalyser to be used for all testing.

- (i) The test to be administered by an individual specially trained to do so.
- (ii) The testing procedure as outlined by the manufacturer to be adhered to.
- (iii) The procedure and test result to be witnessed by the Supervisor, the employee and the employee representative.
- (iv) In the event when the employee runs away or refuses from testing, he/she will be regarded as absent from work and a principle of no work no pay shall apply.

Testing for Drugs — the test to be used accordingly will be by means of a registered medical practitioner. The Agency will incur the costs. The procedure and results to be witnessed by the Supervisor, employee and employee representative.

- (i) Inform the employee that he/she is entitled to have a shop steward or colleague/peer present during testing on condition that they are readily available.

(c) After the test

The employee concerned, the Supervisor and any shop steward or colleague / peer present shall be informed of the results of the test, which results shall be recorded in writing and signed by all parties present.

(d) In the event of the result being negative.

No further action would be taken.

(e) In the event of the result being positive

The Supervisor shall-

- (i) Inform the employee in the presence of a shop steward that he is not in a fit state to render his service, that he will not be paid for that remaining portion of the shift, and that he is to return at the start of the next shift in a fit state.

- (ii) Ensure that the employee does not leave the premises for home until he is fit to do so.
- (ii) Forward a written report of alleged misconduct to the relevant Agency official.
- (iv) The same report should also be forwarded to the Chief Executive Officer who will ensure that correct disciplinary measures are implemented
- (v) If an employee is suspected to be under the influence of alcohol, supervisors shall take a responsibility to subject such employee on an industrial Breathalyzer in the presence of a union representative or any other employee. Supervisors can only use the industrial Breathalyzer after they have been trained. Law enforcement officers may be called in the event where he/she runs away or refuses.

The limit for alcohol or substance presence in the blood of Agency functionary is 0.00%.

8. COMMENCEMENT OF THIS POLICY

This policy will come into effect on the date of adoption by Board.

9. INTERPRETATION OF THIS POLICY

9.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

9.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

9.3 The Chief Executive Officer shall give a final interpretation of this policy in case of a written dispute.

10. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

10.1 This policy may be partly or wholly waived or suspended by the Agency Board on a temporary or permanent basis after consultation with Management and Trade Unions.

10.2 Notwithstanding clause No. 13.1 the Chief Executive Officer may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Board and Trade Unions.

11. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Board after consultation with Management

12. COMPLIANCE AND ENFORCEMENT


12.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

12.2 It will be the responsibility of all Managers, Supervisors, Committees and Board to enforce compliance with this policy.

13. REVIEW

This Policy shall be reviewed at least every one (1) years or upon legislative amendment.

14. APPROVED BY:

NAME	SIGNATURE	DESIGNATION	DATE
Mr SB Sibisi		Acting Chief Executive Officer	29/05/2028