



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ALCOHOL AND SUBSTANCE ABUSE POLICY

POLICY CUSTODIAN	Employee Health and Wellness
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A. Acronyms

ACRONYM	DEFINITION
COIDA	Compensation for Occupational Injuries and Diseases Act
DG	Director-General
DoH	Department of Health
DEL	Department of Employment and Labour
DPSA	Department of Public Service and Administration
EHWP	Employee Health and Wellness Programmes
EE	Employment Equity
HR	Human Resources
LR	Labour Relations

B. Glossary of Terms

TERM	DEFINITION
ABUSE	The persistent or sporadic excessive drug use inconsistent with or unrelated to acceptable medical practice.
ALCOHOL	It refers to an intoxicating substance for example, wine, beer, spirits, et cetera.
CONFIDENTIALITY	An obligation to refrain from willingly disclosing information that has been received in confidence without that particular employee's consent.
DEPARTMENT	Department of Higher Education and Training
EMPLOYEE	A person who has been appointed temporarily/on contract or permanently, notwithstanding that such appointment may be on probation, to a post contemplated in Section 8(1)(a) of the Public Service Act, 1994 (as amended).
REFER	Directing a troubled employee to an EHWP, practitioners and/or rehabilitation institutions.
REHABILITATION	Restore to normal life by training after dependency or abuse.

SUBSTANCE ABUSE	It is when you take drugs that are not legal. It's also when you use alcohol, prescription medicine, and other legal or illegal substances too much or in the wrong way.
SUBSTANCE ABUSER	Any official who is abusing alcohol and/drug on a daily basis.
WELLNESS	It is a way of life oriented toward optimal health and well-being, in which body, mind, and spirit are integrated by the individual to live life more fully within the community and natural environment.

1. BACKGROUND AND INTRODUCTION

1.1 Policy Statement

South Africa is experiencing an unacceptable increase in substance abuse and its associated problems. In the context of the Department, a healthy and productive work force is essential for the execution of its mandate. In view of this, the Department has a responsibility to ensure that its staff members are not under the influence of alcohol or intoxicating substance during working hours.

1.2 LEGISLATIVE FRAMEWORK

- 1.2.1 Basic Conditions of Employment Act, Act 75 of 1997;
- 1.2.2 Constitution of the RSA Act, 1996;
- 1.2.3 Employee Health and Wellness Strategic Framework for the Public Service, 2019;
- 1.2.3 Compensation for Occupational Injuries and Diseases Act;
- 1.2.4 Domestic Violence Act, Act 116 of 1998;
- 1.2.5 Labour Relations Act, Act 66 of 1995;
- 1.2.6 Public Service Act of 1994 as Amended & Regulations;
- 1.2.7 Mental Health Care Act, Act 17 of 2002;
 - (a) The Medical Schemes Act, 1998, Act 131 of 1998;
 - (b) National Health (Care) Act, 2003, Act 60 of 2003;
 - (c) Tobacco Products Control Amendment Act, Act 12 of 1999;
 - (d) Mental Health Care Regulations, 2003, No. 14 of 2003.

2. POLICY PURPOSE, OBJECTIVES AND PRINCIPLES

2.1 Purpose

This Policy serves as a guide to the Department in addressing alcohol and substance abuse in the workplace.

2.2 Objectives

The objective of the Policy is to provide guidance when dealing with alcohol and substance abuse in the workplace.

2.3 Principles

- 2.3.1 Equity;
- 2.3.2 Integrity;
- 2.3.3 Honesty;
- 2.3.4 Transparency;
- 2.3.5 Responsiveness; and
- 2.3.6 Confidentiality.

3. SCOPE OF APPLICATION

This Policy applies to all the employees of the Department of Higher Education and Training.

4. POLICY PROVISIONS

4.1 Policy Implementation and Operationalisation

This Policy should be operationalised in conjunction with the following core functions and in collaboration with auxiliary functions (e.g. HR, LR, EE, EHW, Finance Management, Facilities Management, et cetera).

4.2 Elimination of Substance abuse and its related consequences

The Department shall eliminate substance abuse and its related harmful consequences in the workplace.

4.3 Management of prevention, treatment and rehabilitation

4.3.1 The Department shall conduct prevention, treatment and rehabilitation programmes in the workplace.

4.3.2 The Department shall refer substance abusers to recognised rehabilitation centres for treatment, care and psycho-social support.

4.4 Monitoring and Management of Work-Life Balance

The Designated office/EHW office shall monitor the following:

- Attendance to aftercare programmes;
- Adherence to recommendations from the rehabilitation centre;
- Attendance and absenteeism from work;
- Work performance; and
- His or her work-life balance.

5. ROLES AND RESPONSIBILITIES

5.1 This Policy involves the following role players:

5.1.1 The Head of Department

The Head of the Department shall be responsible for the approval of the Alcohol and Substance abuse programmes in the workplace.

5.1.2 The Designated Manager

The Designated manager shall be responsible for the facilitation of the Alcohol and Substance abuse programmes.

5.1.3 The Alcohol and Substance Abuser

The Alcohol and Substance Abuser shall participate in the Alcohol and Substance abuse programmes.

6. POLICY MONITORING AND EVALUATION

This Policy shall be monitored by the Directorate responsible for Employee Health and Wellness Programmes in the Department.

7. POLICY REVIEW

This Policy will be reviewed every three years or as and when a need arises.

8. DISPUTE RESOLUTION

Any dispute arising out of the interpretation and/or application of this Policy shall be dealt following applicable legislations and policies.

9. POLICY APPROVAL SIGNATURE

Signed at Pretoria on this 30th day of March 20 22

Dr Nkosinathi Sishi

Director-General: Department of Higher Education and Training