

	Document Title	Document Number	Issue Date
	ALCOHOL AND DRUG FREE WORKPLACE	308	23/03/2021
	Approved By	Version Number	Review Due Date
POLICY	Dr. Barbro Fridén Chief Executive Officer	2	23/03/2023

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SCOPE	Organizational <input checked="" type="checkbox"/> Departmental <input type="checkbox"/>
TITLE	Alcohol And Drug Free Workplace
PURPOSE	<ul style="list-style-type: none"> Demonstrate Sidra's commitment and responsibility to ensure a safe and healthy workplace for all staff Demonstrate Sidra Medicine commitment and responsibility to ensure a safe health service provision Ensure staff at Sidra Medicine can work in an environment free of alcohol and drug use or abuse Outline Sidra's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace
APPLICABLE TO	All staff including contractors , students, observers and volunteers working in Sidra Medicine
DEFINITIONS	<p>Prohibited Substances: Includes any drugs considered illegal under Qatar law, alcohol, or prescription drugs not taken in accordance with a prescription given by a physician to the employee.</p> <p>For Cause Testing: Drug and/or alcohol testing when there is reasonable suspicion that an employee may be impaired due to the effects of drugs and/or alcohol.</p> <p>Substance abuse refers to the harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs 3</p>
EXPECTED OUTCOME	To have in place and alcohol and drug free working environment where patients are safe and staff are fit for work.

POLICY STATEMENT

- The use, possession, production of, solicitation for, or sale of prohibited substances in the workplace is prohibited. Sidra Medicine reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of desks, lockers, filing cabinets, bags, packages. Any prohibited substances found as a result of such a search will be confiscated and the owner or user of the item searched will be subject to for-cause testing and disciplinary action, up to and including termination of employment.
- All individuals working at Sidra Medicine are expected to report physically and mentally fit for duty and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illegal drugs, non-prescription drugs, or prescribed medications or any other substance. All staff members must maintain their physical and mental fitness at work at all times.
- It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job. Where necessary, a staff member will advise a manager who will arrange to have the staff member, suspected of breaching the policy, moved to a place of safety. .
- The presence of any detectable amount of prohibited substances in the employee's system while at work is prohibited.

Version Number	Issue Date	Summary of amendments Key Changes	Communication Message
1	11/04/2015	New Policy	The purpose of this policy is to demonstrate Sidra's commitment and responsibility to ensure a safe and healthy workplace for all staff.
2	23/03/2021	<ol style="list-style-type: none"> 1. Reference included: World Health Organization health topics substance abuse; viewed (01/10/2019) https://www.who.int/topics/substance_abuse/en/ 2. Added policy statements to <ul style="list-style-type: none"> - demonstrate Sidra Medicine commitment and responsibility to ensure a safe health service provision. - to ensure staff at Sidra Medicine can work in an environment free of alcohol and drug use or abuse 3. Definition added: Substance abuse refers to the harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs. <p>Approved by Dr. Barbro Fridén, Chief Executive Officer.</p>	<p>Sidra Medicine is commitment to ensure that staff working in the organisation are both drug and alcohol free.</p> <p>This policy will provide a standardized framework relating to testing employees for alcohol and drugs in the workplace at Sidra Medicine.</p> <p>Rehabilitation and counselling will be offered via QLM Insurance as per the Procedure.</p>