



REPUBLIC OF KENYA

*WORKPLACE POLICY
ON DRUGS AND
SUBSTANCE ABUSE*

*INSPECTORATE OF STATE
CORPORATIONS
(OFFICE OF THE DEPUTY
PRESIDENT)*

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ACRONYMS

SAPs: Staff Assistance Programmes

ADA: Alcohol and Drug Abuse

NACADAA: National Campaign Against Drug Abuse Authority

IG(C): Inspector-General (Corporations)

OIGC: Office of the Inspector-General (Corporations)

ISC: Inspectorate of State Corporations

DEFINITION OF TERMS

For the purpose of this policy the terms used are defined as follows:-

Addiction

It is continued use of a substance despite its detrimental effects, impaired control over the use of a drug, and preoccupation with a drug's use for non-therapeutic purposes.

Alcoholism

It is chronic continual drinking or periodic consumption of alcohol which is characterized by intoxication and preoccupation with alcohol and the use of alcohol despite adverse consequences.

Current Usage

Consumption of alcohol or drugs within the last 30 days.

Drug Abuse

Refers to consumption of illegal drugs or unhealthy use of legal ones.

Employees Assistance Programs (EAPS)

These are employee benefit programs offered by employers, within the framework of counseling to assist employees in dealing with personal problems that might adversely impact on their work.

Alcohol and Drug Abuse (ADA)

Use of a substance for a purpose not consistent with legal or medical guidelines or supervision, as in the non-medical use of prescription medication.

Health Effects

Consequences of alcohol and drug abuse on one's health.

Illicit Drug

It is a substance whose production, sale or use is prohibited.

Licit Drug: A drug that is legally available with or without medical prescription.

Past Usage

Previous consumption of alcohol or drugs by an individual in their lifetime.

Prevalence

A measure of the frequency of a condition at a particular point in time.

Problem Drinkers

Current users of alcohol whose drinking patterns meet some defined criteria, such as experiencing negative consequences (e.g. conflict with family members) as well as exhibiting one or more symptoms of alcohol dependency.

Psychoactive Drug

A drug or substance which when ingested affects the normal mental process.

Psychosocial Support

A non-therapeutic intervention that helps a person to cope with stressors at home or at work.

Rehabilitation

The process by which an individual with a substance use disorder achieves an optimal state of health, psychological functioning and social wellbeing.

Treatment

Enabling a patient cease substance abuse in order to avoid the psychological, legal, financial, social and physical consequences which are associated with it especially with extreme abuse.

1.0 INTRODUCTION

The Office of the Inspector-General (Corporations) – (OIGC) appreciates the findings of National Campaign Against Drug Abuse Authority (NACADAA) that the abuse of drugs in Kenya is escalating from alcohol and cigarettes to the more dangerous drugs like marijuana, cocaine and heroine among other drugs. The demographic profile of users has changed to include women and youth. NACADAA also observed that alcohol, drug and substance abuse happens in the context of family and the wider society and that the workplace offers a chance for early detection, intervention and psychosocial support for staff.

The Office of the Inspector-General recognizes that the wellbeing of its staff is paramount and that alcohol and drug abuse in the workplace has the potential to negatively affect the health, safety, productivity and performance of staff, which results in low performance. Early detection would benefit the Inspectorate staff, their family and the community at large. In this regard, OIGC has put in place this policy to guide its operations and manage cases arising from alcohol, drug and substance abuse.

2.0 PURPOSE OF THE POLICY

The purpose of this policy is to assist the Office of the Inspector-General (Corporations) to detect existing and potential cases of drug and substance abuse, identify possible causes and manage the person(s) and the causes identified.

3.0 OBJECTIVES OF THE POLICY

The objectives of the policy are to:-

- (i) help increase worker confidence and morale, reduce absenteeism, increase productivity and reduce medical burden on the workforce;
- (ii) enable the Office of the Inspector-General (Corporations) create awareness on the harmful effects of drug and substance abuse at the workplace;
- (iii) assist the department in managing cases arising from drug and substance abuse through early detection and intervention;
- (iv) ensure members of staff acquire knowledge and understanding of rules related to drug and substance abuse, as well as structures and procedures for dealing with such cases;

- (v) enable the department establish corporate culture and practices that will prevent and pre-empt drug and substance abuse at the work place; and
- (vi) enable the department maintain a drug-free, healthy and productive work force.

4.0 LEGAL FRAMEWORK

In developing this policy the Office of the Inspector-General (Corporations) is guided by:

- (i) The Alcoholic Drinks Control Act, 2010; and
- (ii) Legal Notice No.140 of 2001

5.0 SCOPE OF THE POLICY

This policy applies, at the workplace, to all members of ISC staff and also includes visitors and service providers inside and outside of normal scheduled working hours.

6.0 GUIDING PRINCIPLES

The policy will be guided by the following principles:-

- (i) **Good faith:** This policy and its procedures will be applied to the staff in a consistent manner without discrimination.
- (ii) **Fairness:** The members of staff involved are entitled to be treated with courtesy and respect and that action taken is reasonable, necessary, known and understood.
- (iii) **Confidentiality:** Information relating to drugs and substance abuse shall not be divulged to a third party not involved in the process other than relevant people.
- (iv) **Equal opportunities:** All members of staff shall be treated without discrimination in relation to sex or gender, sexual orientation, marital or parental status or other family circumstances, disability, race, social or economic status.

7.0 MEASURES TO REDUCE ALCOHOL AND DRUG ABUSE RELATED PROBLEMS IN ISC

7.1 Minimum Period of Abstinence

All members of staff will be expected to abstain from alcohol and other illicit substances for a minimum period of twelve (12) hours before reporting to work.

7.2 No Smoking Zone

ISC premises shall be a ‘NO SMOKING ZONE.’

7.3 Restrictions on Alcohol

The Office of the Inspector-General (Corporations) shall restrict and prohibit access and availability of alcohol through possession, consumption and sale of alcohol at the workplace and control consumption of alcohol at official functions outside the workplace.

7.4 Payment/Rewards in Kind

The Office of the Inspector-General (Corporations) shall not give any rewards that may in any way trigger drugs and substance craving to employees especially those in recovery.

7.5 Workplace Behavior

ISC members of staff shall observe the following:-

- (i) No member of staff shall be allowed to report to work under the influence of alcohol and/or illicit drugs.
- (ii) No member of staff shall be allowed to be in possession of alcohol and illicit drugs at the workplace.
- (iii) No member of staff shall be allowed to consume alcohol and/or illicit drugs at the workplace.
- (iv) Trading in alcohol and illicit drugs at the workplace is prohibited.
- (v) Any form of promotion of alcohol and illicit drugs at the workplace is prohibited.
- (vi) No member of staff shall abuse licit drugs within the premises.

8.0 DETECTION AND PREVENTION OF DRUG AND SUBSTANCE ABUSE RELATED PROBLEMS IN THE OFFICE OF THE INSPECTOR-GENERAL (CORPORATIONS)

- (i) The Office of the Inspector-General (Corporations) – (OIGC) will give an opportunity to members of staff with drug and substance abuse related problems to voluntarily disclose their status. This will be done by opening a welfare office where they can report.

- (ii) OIGC will undertake education, training and avail information for early detection. Early detection shall be by way of surveys after every two years.
- (iii) OIGC shall undertake prevention of alcohol and drug related problems in the workplace through education, information and training. There will be continuous training of members staff of the Alcohol and Drug Abuse (ADA) committee on ways of handling alcohol and drug related issues.
- (iv) The Department shall be more vigilant to ensure that no member of staff shall bring prohibited drugs and substances into the premises.
- (v) The Department shall implement the National Open Plan Office Policy.

9.0 REMEDIAL MEASURES

The following are the remedial measures to mitigate against drug and substance related negative effects at the Office of the Inspector-General (Corporations):-

9.1 Corporate Culture and Practices

OIGC shall formally or informally promote a culture that will discourage drug and substance abuse at the workplace.

9.2 Rehabilitation of OIGC members of staff and Job Placement

- (i) When a member of staff voluntarily discloses his/her drug and substance abuse related problem, and is willing to be rehabilitated, the Office of the Inspector-General (Corporations) will refer him/her to a rehabilitation centre with no loss of benefits.
- (ii) Where reasonable and practicable, the Office of the Inspector-General (Corporations) will avoid exposing the rehabilitated individual to a work situation similar to that which, in the past, may have led to such problems.
- (iii) If any adverse disciplinary action had been instituted against an officer with a drug and substance abuse problem, the action will be reversed and the officer placed in the right job after rehabilitation.

9.3 Suggestion Boxes

The Department shall avail a suggestion box for members of staff to provide information on drugs and substance abuse related matters

9.3.1 Non-Discrimination

- (i) The staff with alcohol and drug abuse related problems will be given similar treatment as staff with other health problems.
- (ii) Members of staff who seek treatment and rehabilitation for alcohol or drug abuse related problems will not be discriminated against and will enjoy normal job security and opportunity for career development and progression.

10.0 RELAPSE

Where a member of staff, having received treatment suffers a relapse, ISC will consider each case on its own merit. In this case, the Welfare office will take appropriate action.

11.0 DISCIPLINARY ACTION

Disciplinary action will be taken as the last resort where all other intervention measures such as counseling, treatment and rehabilitation have failed.

12.0 AUTHORITY, ROLES AND RESPONSIBILITIES

12.1 The Inspector-General (Corporations)

The Inspector-General (Corporations) will be responsible for the implementation of this policy and setting up effective structures on its implementation.

12.2 Prevention of Drugs and substance Abuse Committee.

12.2.1 Composition of the Committee

The Inspector-General (Corporations) will appoint a Prevention of Drugs and Substance Abuse Committee comprising five (5) members. The members will be drawn from welfare office, administration, technical office, human resource and support services. The officer in charge of the welfare office will be the secretary to the committee. The chairman will be appointed from the rest of the members.

12.2.2 Responsibilities of the Committee

The responsibilities of the committee will include:-

- (i) Coordination of all programs on drugs and substance abuse;
- (ii) Establishment of Staff Assistance Programs (SAPs) for members of staff with drugs and substance abuse related problems.
- (iii) Recommend members of staff with drugs and substance abuse related problems for rehabilitation;
- (iv) Compile and submit reports to NACADAA;
- (v) Fast track the achievements of targets on drug and substance abuse in the performance contract;
- (vi) Maintain a register on all cases on drugs and substance abuse in the Inspectorate; and
- (vii) Advise on review of the policy.

12.2 Welfare Office

- (i) The Inspector-General (Corporations) will establish a welfare office. The holder of this office shall be trained in guidance and counseling at diploma level from a recognized institution.
- (ii) The office shall form the secretariat to the Prevention of drug and substance abuse committee.
- (iii) The office shall be the custodian of all drugs and substance abuse related documents.

12.3 OIGC Staff

All members of staff shall be responsible for ensuring that the Office of the Inspector-General (Corporations) is a drug and substance abuse free area. They will encourage and support each other and especially the affected ones.

13.0 POLICY REVIEW

This Policy shall be reviewed from time to time to ensure it remains valid and relevant to the needs of the Office of the Inspector-General (Corporations).

14.0 EFFECTIVE DATE

Approved thisday of2015.

Signed by the Inspector-General (Corporations):

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