

# Managers' Briefing

## Gambling Harms, Alcohol and Drugs Support



### OFFICIAL

## Background

The council is committed to supporting the health and wellbeing of all employees and recognises the harmful effects that addictions, such as gambling, alcohol and drugs can have on an individual's personal life, work performance and productivity.

Our [Gambling Harms Support Policy](#) alongside our [Alcohol and Drugs Support Policy](#) were recently reviewed and updated to help reduce the impact of gambling, alcohol and drug related harms on our workforce.

Within these policies there is a particular emphasis on the support routes that are available to staff - to help them to maintain an effective and motivated position in the workforce. The support guides will help you, as a manager, to:

- understand and act on our duty of care and legal obligations
- raise awareness on the risks and potential consequences of harmful gambling or alcohol or drugs misuse
- recognise when staff members may be experiencing difficulties, and to respond compassionately, confidentially and discretely
- signpost staff to dedicated independent professional support where appropriate.

## Your role

As a manager you have a duty of care and responsibility to uphold and promote these policies – to help support your team in the workplace.

Please understand that it is your responsibility to:

- take time to read and understand our updated policies [Gambling Harms Support Policy](#) and [Alcohol and Drugs Support Policy](#) – making sure that all staff in your team are aware of the policies and support available to them
- understand how to **recognise the early signs of a gambling, alcohol or drug problem** – to support your staff at the right time in the right way
- be **supportive of any staff** member who may be experiencing these issues - treating them fairly and with dignity and respect
- encourage all your team to take our [Alcohol and Drugs in the Workplace course](#) on GOLD – which can be accessed from any device with an internet connection
- share the following key messages below with your teams before **11 November 2022** so they know what support is available to them and how to access it.

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## Key messages

### 1. What are our policies and where can I read them?

If you do not have access to a computer at work you can view the policies on our staff [workforce wellbeing support web page](#) under the **Gambling harms, alcohol and drugs support** – these are the direct policy web links [Gambling Harms Support Policy](#) and [Alcohol and Drugs Support Policy](#)

They are also available to view on **Connect** on our dedicated [Addiction Support](#) page below:

- [Gambling Harms Support Policy](#)
- [Alcohol and Drugs Support Policy](#)

### 2. How were these policies updated?

The policies were reviewed against the latest best practice guidelines and benchmarking research to:

- enhance clarity and aid a deeper understanding of our commitment and approach
- provide more supportive, inclusive language and terminology
- complement each other to ensure consistent application
- emphasise the support routes that are available to staff.

### 3. Where can I get support?

If you feel that you are gambling or drinking more than you should, or have concerns about drugs, you are encouraged to discuss your concerns with someone. There are lots of options available to you – where you can chat freely and in complete confidence.

You can:

- **talk** to your manager, HR or Trade Union representative
- call a **dedicated external addictions trained professional** at Workplace Options– at any time that suits you on **0808 196 9460**
- read our [staff health and wellbeing handbook](#) on our [staff wellbeing pages](#) - which provides a wealth of information, advice and dedicated support on alcohol and drugs related use/issues and professionals to chat to if you are concerned about gambling

Read our dedicated policies, related information, commitment and support routes on:

- Connect at our [addictions support pages](#)
- on our workforce wellbeing support page [here](#).