

# HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

## Alcohol & Drug Misuse

### FACT SHEETS

[Definitions Fact Sheet](#)

Definitions of Terms

[Drugs: Class Effects and Risks](#)

Definitions of the risks and effects of drugs

### INFORMATION GUIDES

[Information Guide for Managers](#)

[Information Guide for Employees](#)

### FORMS

[Treatment Support Agreement](#)

Agreement outlining the treatment and support

### LETTERS

[Acceptance of Treatment Letter 1](#)

Letter to employee who does not require time off to receive treatment

[Acceptance of Treatment Letter 2](#)

Letter to employee who may require some time off to receive treatment

[Acceptance of Treatment Letter 3](#)

Letter to employee who requires full time absence to receive treatment



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## [End of Recovery Programme Letter 4](#)

Letter to employee who has successfully completed the agreed recovery programme

