

STANDARD OPERATING PROCEDURE FOR ASSISTANCE TO CIVIL SERVANTS WITH DRUGS OR ALCOHOL ABUSE ISSUES

1. PURPOSE:

OBJECTIVES

- The initiative seeks to deter drug use and promote a drug-free civil service environment, ensuring a healthier, safer, and more productive workplace.
- It provides support for civil servants dealing with drug or alcohol addiction, guides agencies and individuals in handling related cases, and facilitates necessary interventions as needed.
- The goal is to create a workplace that prioritizes well-being, productivity, and a drug-free atmosphere.

SCOPE

- This SoP will be used in the event a civil servant is:
 - Tested positive during the drug test carried out under RCSC Drug Testing Procedure;
 - Observed to be under the influence of drugs/alcohol at the workplace; referred to the Agency/RCSC by a Law Enforcement Agency; seeking voluntary treatment.

RESPONSIBILITIES

- .Supervisor of the CS: He/she shall be responsible for forwarding the case of the CS found under the influence of drugs or alcohol to the HRO.
- HRO: The HRO of the Agency shall receive the case and follow the procedure mentioned in this SoP

PROCEDURE TO REGISTER A CIVIL SERVANT (CS) FOUND UNDER THE INFLUENCE OF DRUGS AND/OR ALCOHOL FOR TREATMENT

1

The Agency shall review and study the case of the CS found abusing alcohol or drugs and extend an opportunity to the civil servant to undergo an improvement plan.

2

The HRO shall submit such cases to the HRC of the Working Agency and seek the recommendation from the HRC to allow the CS to undergo the improvement plan and refer the CS for treatment.

3

The Agency shall based on the recommendation of BNCA/competent medical authority, identify the hospital/rehabilitation centre and provide support to the CS following this SoP.

4

The Agency shall caution the CS with a reprimand letter in line with Chapter 19 of BCSR. A reprimand letter should be if they do not show

5

The Agency shall also forward the relevant documents of the case to Well-being Services (WS), RCSC for record and inform the Parent agency.

6

The Agency may consult the Civil Service Support Desk, under Well-being Services at RCSC.

7

A civil servant using this treatment plan shall be granted leave under medical leave and shall be adjusted against the total medical leave available for the civil servant.

8

The CS shall bear the nominal fees incurred.

Procedure For Treatment For Alcohol Issues

1. A CS recommended/ volunteering for treatment shall follow the treatment plan prescribed by the competent medical authority/hospital/rehabilitation centre.

2. The treating medical doctor may prescribe medical leave for up to one month (Chapter 10, BCSR). The medical leave approved shall be as per the number of days prescribed by the medical doctor.

3. The Agency shall facilitate the referral of CS to undergo detoxification at approved Centers/Counselors.

4. The Agency shall support the CS to seek higher-intensity treatment after detoxification if the CS is required to do so

5. The CS must coordinate with the relevant Working Agency for medical leave. The Agency should send necessary documents to the RCSC before the initial one-month medical leave expires, ensuring timely processing for higher-intensity treatment recommended by the Board of Doctors (BoD).

6. The Agency shall refer to the WS, RCSC for final approval for any leave beyond one month for treatment of the above or similar conditions.

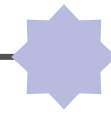
7. The Agency shall process the medical leave for the CS to attend the higher intensity treatment at an approved Center based on the written advice from the treating medical doctor and admittance letter from the approved Center on an emergency basis. However, this is only an interim measure to prevent delay in treatment.

8. The Agency shall submit the following documents to the WS, RCSC and upon receipt of the documents, the WS shall assist the Agency in obtaining his/her medical certificate for medical leave (1-6 months) from the BoD.

9. The CS shall return to office and resume duties upon completion of the prescribed treatment plan.

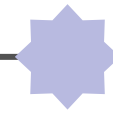
10. The Agency shall submit a copy of the joining order of the CS to the WS, RCSC

Drugs Issues



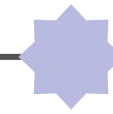
1

The Agency shall provide leave, where applicable, for a CS to undergo the Drug Testing Programme which is done by an Assessment Committee appointed by the BNCA.



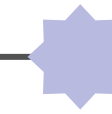
2

The Agency shall accord medical leave to a CS by BCSR if s/he is recommended for treatment after the Drug Testing Programme and a certificate is issued by the Assessment Committee of BNCA.



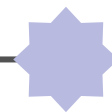
3

The Agency shall facilitate and monitor the CS during the treatment period.



4

The Agency shall obtain the certificate upon the completion of treatment and the attendance sheet as evidence that s/he has fully attended the treatment from the BNCA.



5

The CS undergoing residential treatment shall resume duties upon completion of the prescribed treatment plan.



6

The Agency shall forward copies of all the above documents and the joining order of the CS to WS, RCSC

SECOND TREATMENT PLAN OPPORTUNITY (DRUG AND ALCOHOL ISSUES)

- The CS shall be given support and the opportunity to undergo a second round of treatment in case s/he relapses.
- The CS will be cautioned with a final reprimand letter from the Agency.
- The HRO shall re-submit the relapse to the HRC of the Agency and the Agency shall again follow the process mentioned as per section 6 of this SOP.
- If the CS relapses a third time, the CS shall be compulsory to retire from the civil service (Chapter 19, BCSR).
- The Agency shall follow the separation procedures outlined in the BCSR.

CONFIDENTIALITY

- The CS's right to privacy will be respected and any written record or working note will be kept safe and confidential by the Agency.
- All kinds of issues and concerns registered with Well-being Services will be treated confidentially.
- Other officials concerned must ensure that the cases are kept confidential.