



## Alcohol and Other Drugs Action and Evaluation Plan

**Wellbeing Goal:** *This can be the same as the Vision in the WorkWell Group Terms of Reference*

**Plan Timeframe:** *Aim to begin activities around the time of accreditation and complete all activities within 24 months*


### Rationale


A formal alcohol and other drug policy currently exists. However, the October 2023 staff survey indicated that only 30% of staff know about the policy.

The staff survey (conducted in October 2023) also identified that

- 60% of staff drink alcohol up to 4 times a month
- 30% of staff who drink feel like the workplace culture encourages them to drink more



Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

The environmental sustainability symbol represents actions in your plan that contribute to improving environmental sustainability of the workplace. 

The cultural mindfulness symbol represents actions in your plan that contribute to improving diversity, equity, and inclusivity in the workplace. 



# Alcohol and Other Drugs Action and Evaluation Plan

Alcohol and Other Drugs							
<b>Objective:</b> e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Review the alcohol and other drug policy to ensure it has a wellbeing focus	<ul style="list-style-type: none"> <li>Form policy sub-group</li> <li>Review content and send policy to all staff for feedback</li> <li>Collate feedback and amend draft</li> <li>Finalise policy</li> <li>Obtain management approval</li> <li>Add to policy folder</li> <li>Launch policy, communicate to all staff</li> <li>Incorporate policy into induction material</li> </ul>					
	Review employment practices and working conditions that may impact on employee stress e.g. working hours, flexible working, job design, workload	<ul style="list-style-type: none"> <li>Review current employee workload at monthly meeting</li> <li>Develop revised schedule and other options as required</li> <li>Provide any necessary training to support employees with allocated tasks</li> <li>Review on an ongoing basis</li> </ul>					



# Alcohol and Other Drugs Action and Evaluation Plan

Physical Environment	Provide food and non-alcoholic beverages at workplace social events	<ul style="list-style-type: none"> <li>• Provide training to administration staff regarding Workplace Host Responsibility guidelines</li> <li>• Ensure the event budget allows for the inclusion of food and non-alcoholic beverages</li> </ul>					
	Raise awareness of harm caused by alcohol and other drugs on health, whānau and work	<ul style="list-style-type: none"> <li>• Display posters and leaflets</li> <li>• Promote the use of online tools for individuals to assess own use</li> <li>• Run quarterly educational workshops</li> </ul>					
Individual Change	Provide access to support services	<ul style="list-style-type: none"> <li>• Investigate possible options in relation to EAP's, private services, community-based services</li> <li>• Promote selected options to all employees and incorporate options into the alcohol and other</li> </ul>					

**Evaluation Strategies:**

- Staff survey – number of staff reporting changes in frequency of drinking pattern/amount of alcohol consumed
- Staff survey - number of EAP referrals with an alcohol/other drug focus; support service referrals
- Evidence of activities actioned
- Number of reported alcohol or other drug related incidents in the workplace
- Record number of attendees for events

Evidence of activities actioned Gather verbal feedback from staff on actions in the plan