REPUBLIC OF KENYA

NACADA
FOR A NATION FREE FROM ALCOHOL AND DRUG ABUSE

EXPLANATORY NOTES FOR PREVENTION AND MANAGEMENT OF ADA AT THE WORKPLACE - GUIDELINES

Prevention of Alcohol and Drug Abuse (ADA) refers to the implementation of programmes/activities aimed at reducing the prevalence of alcohol and drug abuse and minimizing the negative effects thereof. Employees that have ADA problems cost organisations billions in lost productivity; have higher absenteeism rates, and relatively lower performance levels. Similarly, ADA problems contribute to high health care expenses for related illnesses and workplace injuries; and may lead to increased expenditure on safety liabilities. The overall objective of this indicator is to *reduce the prevalence and mitigate the negative effects of ADA at the workplace.*

Enabling environment
A committee shall be put in place to guide ADA workplace prevention program. These committees should undertake workplace-based prevention interventions training by NACADA. The committee should be in place for at least 3 years. The recommended constitution for MDAs and for tertiary institutions is provided in the table below.

Institutions in level two should provide training for supervisors and managers to enhance prevention, support, early identification, referral and reintegration of workers returning from rehabilitation.

Committee constitution: ADA control committee should comprise of 6-12 members drawn from workers at all levels of the institution/company/organization with 50% membership drawn from middle and upper-level management. Members should include:

MDAs	Tertiary institutions and universities
✓ Human Resources Manager ✓ Occupational Health and Safety representative ✓ Employee Assistance and Wellness representative ✓ Trade union representative (where applicable)	✓ Student welfare representative ✓ Representative of teaching/training staff ✓ Student body representative

Below is the package of interventions for public sector institutions:

Level 1 Activities
1. **Undertake a baseline survey on alcohol and drug abuse** It should include:
   - anonymous survey of employees (and students in learning institutions)
   - review of workplace data (absenteeism, healthcare utilization, disciplinary actions)
   - cost of ADA at the workplace
   - review of current workplace policies and practices regarding alcohol and drug use (where applicable)
   - Dissemination of baseline survey to staff (and students where relevant)
     NB: Surveys that are five years or older will require a follow up survey

2. **Development / review of workplace ADA prevention and management policy.**
   This describes the institution's stand on how they will address ADA issues as per guidelines provided by NACADA (see separate attachment available on the website).

3. **Establish and operationalize support mechanisms for staff and students (in the case of educational and training institutions) with Substance Use Disorders.**
   - Operationalize Employee Assistance Program and/or Employee Wellness Program for management of substance use disorders and other related issues (EAP guide and reporting form provided on the website)

4. **Sensitization of staff and students (in the case of educational and training institutions) on ADA.**
   - Conduct at least 2 sensitizations in a year. Includes lectures/seminars and workshops (in-person or virtual) as well as tailor-made information, education and communication (IEC) materials to effectively increase staff and target population awareness on ADA prevention for staff and students.
   - Topics to be covered include
     o Negative effects of alcohol and drug abuse;
     o Institution's Employee Assistance Program
     o Wellness for staff and students;
     o Stress management;
     o Reduction of workplace stressors specific to institution;
     o Addiction and mental health disorders;
     o Parenting skills for drug use prevention;

5. **Submit reports and evidence to** NACADA through workplace@nacada.go.ke

NB: *For MDAs that have successfully undertaken the following sub-indicators - undertaken baseline survey and disseminated the findings and developed ADA policy as well as established employee support mechanism, they need not repeat the same. Therefore, they should select other sub-indicators from level 2.*

Level 2 Activities

1. **Address two risk factors identified in the baseline/follow up survey.**
   MDAs should develop strategies to mitigate key factors making their employees susceptible to alcohol and drug abuse as identified in the institution's survey

2. **Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population**.
   MDAs should select an area in the policy to implement through the year. High priority is placed on strengthening early identification, referral (peer and formal) and intervention

3. **Provide support for employees at risk of and with substance use disorders.**
   Institutions to continuously offer services assisting employees and expand options as relevant and within existing resources

4. **Sensitize staff and families including on parenting skills education for alcohol and drug use prevention of staff (and students) and their family members at least twice a year.** Sensitization topics include appropriate discipline, parental monitoring, family

bonding and quality time, parents as role models for ADA prevention and parental support for children with substance use disorders (in addition to the ones listed in level 1)

Level 1	
Activities	**Indicators (evidence required)**
Undertake baseline survey on alcohol and drug abuse in the institution; Disseminate the survey findings to all staff	• Letter of engagement for the survey/ approval for internal survey • Report of survey • Dissemination report o Registration lists - #staff/students sensitized on the findings

Develop ADA Prevention and Management Workplace Policy	• Signed minutes of review meetings held
	   o Drafting/review team meeting(s)
	   o Staff input meeting
	• Workplace ADA prevention policy

Establish support mechanisms for employees with Substance Use Disorders	• Schedule of EAP services available/ offered
	• EAP utilization report
	   o # Staff/students referred for counselling and treatment (fillable form available on the website)
	   o # Sensitization forums on EAP services

Sensitize staff (and students) on ADA at least twice in the year	• Sensitization reports
	   o Registration lists
	   o # Sensitization forums

Level 2	
Address two risk factors identified in the baseline/follow up survey	• Implementation plan • Implementation report in prescribed format
Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population.	• Implementation plan • Implementation report in prescribed format

Provide support for employees at risk of and with substance use disorders	• EAP utilization report
	   o # Staff/students referred for counselling and treatment (fillable form available on the website)
	   o # Sensitization forums on EAP services

Sensitize staff (and students) and their families at least twice in the year	• Sensitization reports
	   o Registration lists
	   o # Sensitization forums

Submit bi-annual reports and evidence in prescribed format	• Progress reports in prescribed format • Submit evidence of activities conducted via online system

The reporting formats and guidelines, including additional support materials are available on the Authority's website (www.nacada.go.ke).