

EXPLANATORY NOTES FOR PERFORMANCE CONTRACT 2021/2022 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 in the public sector. This will be achieved through implementation of a package of interventions for MDAs:

Level 1 Activities

1. Develop and submit an annual workplan on ADA prevention and management programmes online by 30th September 2021 (10%)

The work plan should have five activities addressing alcohol and drug abuse in the workplace and must include committee meetings, providing support mechanisms for persons with substance use disorders, workplace policy, and staff sensitization.

2. Undertake a baseline survey on alcohol and drug abuse (15%)

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

3. Establishment and training of ADA control committee (10%);

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

- Human Resources Manager
- Occupational Health and Safety representative
- Employee Assistance and Wellness representative
- Trade union representative (where applicable)

NB: Committee members should be in office for at least 3 years

Train ADA control committee on Workplace Based Prevention Interventions (3 options available- online (free), in-house and clustered see separate training schedule on website). At least $\frac{3}{4}$ of the committee need to be trained.

Committees also need to hold quarterly meetings to review progress.

4. Development / review of workplace ADA prevention and management policy (20%);

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).

5. Establish and operationalize support mechanisms for staff and students (in the case of educational and training institutions) with Substance Use Disorders (15%).

- Operationalize Employee Assistance Program and/or Employee Wellness Program for management of substance use disorders and other related issues (EAP reporting form provided on the website)

6. **Sensitization of staff and students (in the case of educational and training institutions) on ADA (20%);**
 - Conduct at least 2 sensitizations. 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 themselves and their families.
 - Topics to be covered include
 - Wellness for staff and students;
 - Stress management;
 - Reduction of workplace stressors specific to institution;
 - Addiction and mental health disorders;
 - Negative effects of alcohol and drug abuse;
 - Parenting programs for drug use prevention;
 - Institution's Employee Assistance Program
7. **Submit quarterly performance reports and evidence to NACADA (10%)** within 15 working days following the end of a quarter using the prescribed format. Guidelines and forms are available on the Authority's website (www.nacada.go.ke)

NB: For MDAs that have successfully undertaken the following sub-indicators (established and trained ¾ of ADA control committee, undertaken baseline survey and disseminated the findings and developed ADA policy) they need not implement the same. Therefore, they should select other sub-indicators from level 1 and 2. Each MDA should have at least five (5) sub-indicators including submission of quarterly performance reports.

Level 2 Activities

1. **Develop and submit an annual work plan on ADA prevention and management programmes online by 30th September 2021 (10%).**
The work plan should have five activities addressing alcohol and drug abuse in the workplace including support mechanisms for persons with substance use disorders; workplace policy implementation, and staff sensitization.
2. **Train Supervisors and Managers on Workplace Based Prevention Interventions. (20%)**
 - Tertiary institutions to undertake training for student welfare staff on ADA instead
3. **Provide parenting skills education for alcohol and drug use prevention and wellness preventive education of staff and their family members (20%).**
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
4. **Strengthen social support through peer and informal referral. (20%)**
Train peer educators; conduct sensitizations on EAP, make referrals for those with substance use disorders
5. **Implement ADA prevention workplace policy to address issues of whole workplace, at risk population and the dependent population. (20%)**
6. **Submit quarterly performance reports and evidence to NACADA (10%)** within 15 working days following the end of a quarter using the prescribed format. Guidelines and forms are available on the Authority's website (www.nacada.go.ke).

NB: Where ¾ of committee is already trained in Level 1, the established committee to hold quarterly meetings to review progress

Level 1	
Activities	Indicators (evidence required)
Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none"> • Costed annual work plan in prescribed format (submitted as evidence)
Undertake baseline survey on alcohol and drug abuse in the institution; Disseminate the survey findings to all staff	<ul style="list-style-type: none"> • Letter of engagement for the survey • Report of survey • Dissemination report <ul style="list-style-type: none"> ○ # Staff and #students sensitized on the findings ○ Registration lists
Establish/reconstitute and operationalize ADA control committee Training of ADA control committee on workplace-based prevention interventions	<ul style="list-style-type: none"> • Copies of letters of appointment of established/ reconstituted committee • Signed minutes of meetings held (quarterly) • # Members trained <ul style="list-style-type: none"> ○ Copies of member certificates
Development and Implementation of ADA Prevention Workplace Policy	<ul style="list-style-type: none"> • Minutes of meetings held • Copy of Workplace ADA prevention policy
Sensitization of staff and their family members on ADA	<ul style="list-style-type: none"> • # Sensitization forums • Sensitization reports <ul style="list-style-type: none"> ○ Registration lists
Establishment of support mechanisms for employees with Substance Use Disorders	<ul style="list-style-type: none"> • Schedule of EAP services available/ offered • Report on utilization of EAP (fillable form available on the website) <ul style="list-style-type: none"> ○ # Staff and students referred for counselling and treatment • Reports of sensitization forums on EAP services
Submission of quarterly reports	<ul style="list-style-type: none"> • Progress reports in prescribed format • Submit evidence of activities conducted through workplace@nacada.go.ke
Level 2	
Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none"> • Costed annual work plan in prescribed format (submitted as evidence)
Train Supervisors and Managers on Workplace Based Prevention Interventions Training of staff in charge of student welfare on ADA	<ul style="list-style-type: none"> • # Supervisors and managers trained or student welfare staff trained for tertiary institutions • Copy of certificates
Operationalize ADA control committee	<ul style="list-style-type: none"> • Signed minutes of quarterly meetings

Strengthen social support through peer and supervisor referral	<ul style="list-style-type: none"> • Reports for training peer educators <ul style="list-style-type: none"> ○ # Peer educators trained ○ Registration lists • Sensitization reports <ul style="list-style-type: none"> ○ Registration lists ○ # Staff sensitized
Implement ADA prevention policy to address issues of whole workplace- at risk population and dependent population	<ul style="list-style-type: none"> • Sensitization reports on policy and services offered • Schedule of EAP services available/ offered • # Staff referred for treatment (fillable form available on the website) • #Students referred for treatment including counselling
Submission of quarterly reports	<ul style="list-style-type: none"> • Progress reports in prescribed format • Quarterly evidence submitted through workplace@nacada.go.ke

NACADA will analyse MDAs' quarterly reports and issue a certificate of compliance with a score in percentage at the end of the performance contract period for the purpose of performance evaluation.

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