

PERFORMANCE CONTRACT 2020/2021 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. Undertake a Baseline Survey on Alcohol and Drug Abuse by 31st December, 2020 (20%)

It should include:

- anonymous survey of employees
- 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

NB: Surveys that are five years or older will require a follow up survey

2. Intervention Programmes:

i. 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/company/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 (see separate training schedule)

ii. Development and implementation of ADA prevention workplace policy (20%);

This describes the institution's stand on how they will address ADA issues as per guidelines provided by NACADA (see separate attachment).

iii. Sensitization of staff and their family members on ADA (10%);

- Includes lectures/seminars and workshops 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.
- Areas to be addressed include wellness for staff and families; stress management; reduction of workplace stressors; addiction and mental health disorders; parenting programs for drug use prevention.

iv. Establishment of support mechanisms for employees with Substance Use Disorders (10%).

- Operationalize Employee Assistance Program and/or Employee Wellness Program for management of substance use disorders and other related issues

3. Monitoring of the Impact of the Programme:

Each MDA is required to do the following:

- i. Submit an annual work plan to NACADA by 31st July. The work plan should have at least three activities addressing alcohol and drug abuse in the workplace. One of the three identified interventions must be the establishment of support mechanisms for persons with substance use disorders (15%); and
- ii. Implement the proposed activities and submit quarterly progress reports to NACADA using the prescribed format within 15 working days following the end of a quarter (15%).

NB: MDAs will be required to meet the requirements of level 1 before they are certified (i.e. score 80% and above) and proceed to the next level of

implementation. It may take more than one year to complete level 1

Level 2 Activities

1. Develop an annual work plan and provide budgetary allocation for activities targeting staff and family members. (10%)
2. Train Supervisors and Managers on Workplace Based Prevention Interventions. (20%)
3. Provide Parenting Skills education for alcohol and drug use prevention and wellness preventive education for 50% of staff and their family members. Wellness preventive education should include information about alcohol and drugs and how their use can negatively impact worker's health and wellbeing, stress management, addiction and mental health and non-communicable diseases (20%)
4. Strengthen social support through peer and supervisor referral. (10%)
5. Implement ADA prevention workplace policy to address issues of whole workplace, at risk population and the dependent population. (20%)
6. Submit quarterly reports to NACADA using the prescribed format available on the Authority's website (www.nacada.go.ke). The reports should be submitted within 15 working days following the end of a quarter (20%)

NB: MDAs will be required to meet the requirements of level 2 before they are certified (i.e. score 80% and above) and proceed to the next level of implementation. It may take more than one year to complete level 1

Level 3 Activities

1. Develop an annual work plan and allocate resources for the implementation of ADA Prevention activities (10%)
2. Conduct follow up survey to assess progress made and challenges faced (at least 3 years from start of implementation). This should include cost-benefit analysis of ADA workplace prevention. (20%)
3. Disseminate follow up survey findings to all staff. (10%)

4. Implement Evidence Based Workplace Interventions (e.g. Team Awareness Program). (20%)
5. Continue Parenting Skills education for alcohol and drug use prevention and provide Wellness preventive education for staff and family members. (20%)
6. Submit quarterly reports to NACADA using the prescribed format available on the Authority's website (www.nacada.go.ke) .The reports should be submitted within 15 working days following the end of a quarter (20%)

LEARNING AND TERTIARY INSTITUTIONS

1. Undertake a Baseline Survey on Alcohol and Drug Abuse by 31st December, 2020 (20%)

It should include:

- anonymous survey of employees and students
- 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

NB: Surveys that are five years or older will require a follow up survey

2. Intervention Programmes:

- i. **Establishment and training of ADA control committee (20%);**

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:

- 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 (see separate training schedule)
 - Train Staff in charge of Student Welfare on ADA
 - Train Student Leaders and Peer Educators on ADA.
- ii. **Development and implementation of ADA prevention workplace policy (20%);**
This describes the institution's stand on how they will address ADA issues as per guidelines provided by NACADA (see separate attachment).
- iii. **Sensitization of staff and their family members as well as students on ADA (10%);**
- Includes lectures/seminars and workshops as well as tailor-made information, education and communication (IEC) materials to effectively increase staff and student population awareness on ADA prevention for themselves and their families.
 - Areas to be addressed include wellness for staff and families; stress management; reduction of workplace stressors; addiction and mental health disorders; parenting programs for drug use prevention.
- iv. **Establishment of support mechanisms for employees with Substance Use Disorders (10%).**
- Operationalize Employee Assistance Program and/or Employee Wellness Program as well as students' wellness programs for management of substance use disorders and other related issues.

3. Monitoring of the Impact of the Programme:

Each institution is required to do the following:

- i. Submit an annual work plan to NACADA by 31st July. The work plan should have at least three activities addressing alcohol and drug abuse in the workplace. One of the three identified interventions must be the establishment of support mechanisms for persons with substance use disorders (10%); and
- ii. Implement the proposed activities and submit quarterly progress reports to NACADA using the prescribed format within 15 working days following the end of a quarter (10%).

Activities	Indicators
Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none"> • Costed annual work plan in prescribed format
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 • # staff sensitized on the findings • Registration lists • Dissemination report
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 • # meetings held • # members trained • Copies of member certificates
Development and Implementation of ADA Prevention Workplace Policy	<ul style="list-style-type: none"> • # meetings held • # supervisors and managers trained on workplace prevention policy • Copy of Workplace ADA prevention policy
Sensitization of staff and their family members on ADA	<ul style="list-style-type: none"> • # sensitization forums • registration lists • sensitization reports
Establishment of support mechanisms for employees with Substance Use Disorders	<ul style="list-style-type: none"> • schedule of EAP services available/ offered • # staff referred for treatment • # sensitization forums on EAP services
Submission of quarterly reports	<ul style="list-style-type: none"> • Progress reports in prescribed format
LEARNING INSTITUTIONS	
Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none"> • Costed annual work plan in prescribed format
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 • Survey report • # staff and students sensitized on the findings • Registration lists • Dissemination report
Establish/reconstitute and operationalize ADA control committee Training of ADA control committee on workplace based prevention interventions Training of staff in charge of student welfare on ADA	<ul style="list-style-type: none"> • Copies of letters of appointment of established/ reconstituted committee • # meetings held • # members trained • #students leaders trained • #students referred for treatment • Copies of member certificates • Copies of student certificates

Training student leaders and peer educators on ADA	
Development and Implementation of ADA Prevention Workplace Policy	<ul style="list-style-type: none"> • # meetings held • # supervisors and managers trained on workplace prevention policy • Copy of Workplace ADA prevention policy
Sensitization of staff and their family members as well as students on ADA	<ul style="list-style-type: none"> • # sensitization forums • registration lists • sensitization reports
Establishment of support mechanisms for employees with Substance Use Disorders	<ul style="list-style-type: none"> • schedule of EAP services available/ offered • # staff referred for treatment • #students referred for treatment • # sensitization forums on EAP services
Submission of quarterly reports	<ul style="list-style-type: none"> • Progress reports in prescribed format

NACADA will analyze MDAs' annual 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)