### Bronze

<table>
<thead>
<tr>
<th></th>
<th>FM</th>
<th>PM</th>
<th>NM</th>
<th>Small sized organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The workplace has a policy or statement on alcohol and substance misuse, together with health information for employees and workers. This information includes the overlap with mental health and emotional wellbeing.</td>
<td></td>
<td></td>
<td>Staff are provided with health information on alcohol and substance misuse, and the workplace has a statement on consumption at work or affecting work.</td>
<td></td>
</tr>
<tr>
<td>2. The policy or statement includes the use of alcohol at business functions or in the course of employment.</td>
<td></td>
<td></td>
<td>Wording of policy or statement.</td>
<td></td>
</tr>
<tr>
<td>3. The workplace supports staff seeking help to assess or treat alcohol or substance misuse. This includes sources of further information and support that are readily available.</td>
<td></td>
<td></td>
<td>Staff are aware of the supportive nature of the policy or statement and are supported in seeking help.</td>
<td></td>
</tr>
</tbody>
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### Silver

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<tbody>
<tr>
<td>4. New employees and workers are made aware of how to access relevant policies, information and support services at the point of induction.</td>
<td></td>
<td></td>
<td>Induction checklist and materials.</td>
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### Gold

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<td>5. All managers have access to information on how to identify the signs of alcohol or substance misuse, and actively promote the use of external help and treatment.</td>
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<td></td>
<td>Access to manager training and materials.</td>
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<td>6. Staff have the opportunity to feed back and comment on policy or statement, and information.</td>
<td></td>
<td></td>
<td>Referral pathways in place</td>
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<tr>
<td>7. Staff have access to alcohol and drug awareness sessions</td>
<td></td>
<td></td>
<td>Recording of feedback.</td>
<td></td>
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<td></td>
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<td>Awareness materials, training, other opportunities. Particularly show how the workplace ‘catches’ new staff to show the importance of this standard.</td>
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4. New employees and workers are made aware of how to access relevant policies, information and support services at the point of induction.

- Induction checklist and materials.

### Gold

5. All managers have access to information on how to identify the signs of alcohol or substance misuse, and actively promote the use of external help and treatment.

- Access to manager training and materials.
- Referral pathways in place

6. Staff or their representatives have the opportunity to participate in drafts and reviews of policy, and to comment or feed back on policy and information.

- Recording of feedback, comment, participation in reviews.

7. Staff have access to alcohol and drug awareness sessions

- Awareness materials, training, other opportunities.
- Evidence that the workplaces ‘catches’ new staff to show the importance of this standard.
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The Healthy Workplace Award has been created in collaboration between Suffolk County Council, Babergh and Mid Suffolk Councils, East Suffolk Councils, Ipswich Borough Council, West Suffolk Councils, East Suffolk and North Essex NHS Foundation Trust and Public Health England.

Contact us

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