

Addiction & Recovery

We all have mental health and at some point, life or work events may cause us to have some negative health and wellbeing issues, and the university wants to be a supportive environment. The role of the Line Manager is important in providing positive support and we wish to ensure our Line Managers know where to get support so they can signpost accordingly. A number of common health and wellbeing scenarios have been presented which aim to provide Line Managers with a pathway to help them support their team(s). The [Mental Health & Wellbeing in the Workplace Guidance for Managers](#) document is also a helpful tool for Line Managers.

1:1 Meeting

As a Line Manager you should review the [Alcohol and Substance Misuse Policy](#) which is designed to raise awareness of alcohol and substance related health problems and give clear guidance to both managers and employees.

During a 1:1 with your Direct Report there will be opportunity for a Wellbeing Conversation and this is the time to discuss any health and wellbeing issues with regards to concerns around alcohol and substance misuse that your Direct Report may highlight or you suspect. During the conversation, as Line Manager you can discuss possible internal and external support on offer.

Occupational Health Referral

As the Line Manager you can suggest a referral to Occupational Health allowing the Direct Report an opportunity to speak to a OH practitioner who may suggest other reasonable adjustments.

Employee Assistance Programme

[MCL Medics](#) is the University's Employee Assistance Programme provider and they provide a free, confidential and independent resource to help employees balance their work, family and personal lives providing advice, information and assistance on a range of topics. Also provides access to a self referred counselling service allowing the employee to speak to a counsellor directly. Suggest they follow the steps on the webpage to access this resource.

External Resources

There is a number of external support agencies and charities who provide dedicated addiction and recovery support such as [Edinburgh Alcohol & Drug Partnership](#) and [Alcohol Change UK](#). If your Direct Report has not visited their GP already you could suggest they do so to discuss support options.



[Intranet Health & Wellbeing Home Page](#)