**Appendix C - Incident Management Flowchart**

**Complies with support/treatment**

**Employee asked to commit to support**

**Occupational Health Referral**

**Substance misuse suspected but employee denies**

**Employee admits substance misuse problem**

**Yes**

**No**

**Employee’s behaviour constitutes misconduct and/or a Health and Safety risk**

**Manager interviews employee and conducts investigation (after consultation with People Business Partner). Suspend Employee if appropriate**

**Incident occurs where substance misuse is suspected**

**Disciplinary Procedure Applies**

***No problem found***

***Problem confirmed***

**If any of the following;**

**Employee refuses support**

**Fails to comply**

**Fails to recover**

**Inform relevant authorities if appropriate**

***Accepts***

**Return to Work**

***Recovers***