



EXPLANATORY NOTES FOR PERFORMANCE CONTRACT 2022/2023 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.

Enabling environment explained:

A committee shall be constituted to guide ADA workplace prevention program and should be in place for at least 3 years. The recommended constitution for MDAs and for tertiary institutions is provided below. These committees should undertake workplace-based prevention interventions training by NACADA.

Committee constitution: An 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:

MDAs	Tertiary institutions and universities
<ul style="list-style-type: none"> ✓ Human Resources Manager ✓ Occupational Health and Safety representative ✓ Employee Assistance and Wellness representative ✓ Trade union representative (where applicable) 	<ul style="list-style-type: none"> ✓ Student welfare representative ✓ Representative of teaching/training staff ✓ Student body representative ✓ Trade union representative (where applicable)

In addition to developing an annual costed work plan, institutions are required to report on a quarterly basis through the **ONLINE** reporting system accessible via NACADA website (www.nacada.go.ke/public-education-advocacy) by 15th of the month following end of a quarter.

Failure to provide the above means that the institution will not be evaluated.

Institutions in level one should undertake workplace prevention training for at least $\frac{3}{4}$ committee members. Those in level two should undertake training for supervisors and managers (or student welfare staff in tertiary institutions and universities) to enhance prevention, support, early identification, referral and reintegration of workers (and students) returning from rehabilitation. Training of peer educators (where applicable) is essential to improve peer support among staff (and students). Sensitization of staff, families and students is an annual activity for all public sector institutions that should be undertaken at least twice each year. Sessions should be a minimum of 30 minutes and topics derived from survey findings or addressing identified workplace stressors. All trainings are conducted by NACADA.

Overleaf is the package of interventions for public sector institutions:

Level 1 Activities

- 1) **Undertake a baseline survey on alcohol and drug abuse (30%).** 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
- 2) **Development / review of workplace ADA prevention and management policy (40%).**
This describes the institution's stand on how they will address ADA issues as per guidelines provided by NACADA (see guidelines for policy development provided on the website).
- 3) **Establish and operationalize support mechanisms for staff and students (in the case of educational and training institutions) with Substance Use Disorders (20%).**
 - Operationalize Employee Assistance Program and/or Employee Wellness Program for management of substance use disorders and other related issues (EAP guide below and reporting form provided on the website)
- 4) **Submit quarterly performance reports and evidence to NACADA (10%)** within 15 working days following the end of a quarter using the prescribed format through online reporting system accessible **online**. Guidelines and forms are available on the Authority's website

NB: MDAs that have successfully undertaken the following sub-indicators need not repeat the same.

- i. *Undertaken baseline survey and disseminated the findings*
- ii. *Developed ADA policy and*
- iii. *Established employee support mechanism*

They should select other sub-indicators from level 2 in consultation with NACADA.

Level 2 Activities

1. **Implement interventions to address two risk factors identified in the baseline/follow up survey (40%).**
MDAs should develop strategies to mitigate key factors making their employees susceptible to alcohol and drug abuse as identified in the institution's survey
2. **Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population. (25%)**
MDAs should select an area in the policy to implement through the year. High priority is placed on strengthening early identification, referral (peer and formal) and intervention
3. **Provide support for employees at risk of and those with substance use disorders (25%).**
Institutions to continuously offer services assisting employees and expand options as relevant and within existing resources

4. **Submit quarterly performance reports and evidence to NACADA (10%)** within 15 working days following the end of a quarter using the prescribed format through the **online** reporting system. Guidelines and forms are available on the Authority's website.

Level 1	
Activities	Indicators (evidence required)
<i>Preliminary activities (attract no score but vital)</i>	
Develop annual work plan and allocate resources for implementation	Online work plan submitted via NACADA website
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 - Copies of member certificates
Sensitization of staff (and students) on ADA	<ul style="list-style-type: none"> • Sensitization reports <ul style="list-style-type: none"> ○ Registration lists ○ # Sensitization forums
<i>Core activities that are scored</i>	
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/ approval for internal survey • Report of survey • Dissemination report <ul style="list-style-type: none"> ○ Registration lists - #staff/students sensitized on the findings
Develop ADA Prevention and Management Workplace Policy	<ul style="list-style-type: none"> • Signed minutes of review meetings held <ul style="list-style-type: none"> ○ Drafting/review team meeting(s) ○ Staff input meeting • Workplace ADA prevention policy
Establish support mechanisms for employees with Substance Use Disorders	<ul style="list-style-type: none"> • Schedule of EAP services available/ offered • EAP utilization report <ul style="list-style-type: none"> ○ # Staff/students referred for counselling and treatment (fillable form available on the website) ○ # Sensitization forums on EAP services
Submit quarterly reports and evidence in prescribed format	<ul style="list-style-type: none"> • Progress reports in prescribed format • Submit evidence of activities conducted via online system
Level 2	
<i>Preliminary activities (attract no score but vital)</i>	
Develop annual work plan and allocate resources for implementation	<ul style="list-style-type: none"> • Online work plan submitted via NACADA website
Operationalize ADA control committee	<ul style="list-style-type: none"> • Signed minutes of quarterly meetings
Train Supervisors and Managers on Workplace Based Prevention Interventions or 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

Sensitization of staff and their families (and students) on ADA	<ul style="list-style-type: none"> • Sensitization reports <ul style="list-style-type: none"> ○ Registration lists • # Sensitization forums
Core activities that are scored	
Address <u>two</u> risk factors identified in the baseline/follow up survey	<ul style="list-style-type: none"> • Implementation plan • Implementation report in prescribed format
Implement ADA prevention and management workplace policy to address issues of whole workplace, at risk population and the dependent population.	<ul style="list-style-type: none"> • Implementation plan • Implementation report in prescribed format
Provide support for employees at risk of and with substance use disorders	<ul style="list-style-type: none"> • EAP utilization report <ul style="list-style-type: none"> ○ # Staff/students referred for counselling and treatment (fillable form available on the website) ○ # Sensitization forums on EAP services
Submit quarterly reports and evidence in prescribed format	<ul style="list-style-type: none"> • Progress reports in prescribed format • Submit evidence of activities conducted via online system

Employee Assistance Program Guide

Institutions shall provide assistance and support for employees to address their personal and/or work-related problems impacting their job performance, health and well-being. Services can be provided internally, utilizing medical service provider or a hybrid. This should include the following:

1. Counselling
2. Psychiatric assistance
3. Treatment and rehabilitation (outpatient and inpatient)
4. After care support for relapse prevention (support groups and/or after care therapy)

NACADA will analyse MDAs’ quarterly reports and evidence then 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).