



**Hungary**

<b>Country:</b>	<b>Hungary</b>
<b>Name of the project:</b>	<b>Company Alcohol Policy</b>
<b>Name of the company/organisation:</b>	<b>Alcoa-Köfém Ltd.</b>
<b>kind of company</b>	Profit organisation Production sector
<b>Company size</b>	Big enterprise (501 and more staff members)
<b>Number of employees</b>	1650
<b>Location</b>	Multinational company
<b>Main aims and objectives?</b>	1) Establish safety workplaces for the employees, contractors and visitors; 2) Reduce the alcohol related injuries to zero; 3) Improve the safety commitment of the employees
<b>main prevention strategy</b>	Behavioural prevention
<b>main target groups of the project</b>	All staff members (+ contractors, visitors)
<b>initiative started and implemented by</b>	Management
<b>How does the PPP work: Is it valid in the whole company or only in some locations or specific work areas?</b>	Nationwide all over the company
<b>How was it developed?</b>	It was implemented over the whole company from the beginning
<b>Start of the PPP in the company</b>	Between 2000 and 2009
<b>Duration of the PPP applied</b>	Permanent measure/offer
<b>project is funded by</b>	Company
<b>financing for a successful implementation is guaranteed</b>	Long-term (over 2 years or permanent)
<b>Focus of the alcohol policy:</b>	
<b><u>a) Universal prevention</u></b>	1) Complete ban on alcohol in the workplace. 2) Alcohol testing policy e.g. works with potentially dangerous products. 3) Employees receive training in the early identification of alcohol abuse among colleagues.

Good practice of projects, programmes and policies (PPP)

<b>b) Selective prevention</b>	<ol style="list-style-type: none"> <li>1) Support and care: company has <i>own medical staff</i> to take care of employees experiencing alcohol-related problems</li> <li>2) Support and care: employees could be referred to <i>external services</i> if required</li> </ol>
<b>cooperation with other companies, organisations, counsellors in the context of the PPP</b>	opportunity in the Employee Assistant Program (EAP) framework to take advantage of the psychologist's help
<b>General tools being used</b>	Alcohol policy implementation generally includes the broad dissemination of written information, training or discussion groups for employees and staff, and extra training for managers.
a) Management tools	<ol style="list-style-type: none"> <li>1) Alcohol awareness training for the staff takes place.</li> <li>2) Management/supervisors received alcohol policy training prior to the dissemination of information packages among employees (Guidance how to implement the policy)</li> </ol>
b) Dissemination of the Alcohol policy developed:	<ol style="list-style-type: none"> <li>1) Policy contains written material on the implementation and content.</li> <li>2) Information disseminated in the workplace by intranet</li> </ol>
c) Participation of the employees:	<ol style="list-style-type: none"> <li>1) Employees were involved in training/discussion about alcohol use (in the workplace)</li> <li>2) Discussions involving representatives of several departments (e.g. personnel, medical services)</li> </ol>
<b>trigger for the decision to develop and to implement a workplace alcohol policy</b>	<ol style="list-style-type: none"> <li>1) Safety aspects</li> <li>2) Work with potentially dangerous products (accident could have far-reaching consequences)</li> <li>3) Policy is an important part of the workplace health promotion program</li> </ol>
<b>main aims of a workplace alcohol policy</b>	<ol style="list-style-type: none"> <li>1) Prevent alcohol problems causing productivity loss and absenteeism</li> <li>2) Educate employees about the risks of alcohol use in the workplace</li> <li>3) Improvement of company safety</li> <li>4) Improvement of the health of employees</li> </ol>
<b>the PPP has been documented (not generally applicable to laws) by</b>	CP-111 Company Alcohol Policy
<b>course of action</b>	EHS director is the owner of the policy, managers are responsible for their work, areas and subordinates

<b>evaluation</b>	no
<b>responsible for the evaluation</b>	-
<b>Kind of evaluation</b>	-
<b>main results of the PPP evaluated</b>	-
<b>evidence effect by the PPP for a <i>positive cost-benefit calculation for the company</i></b>	-
<b>pre-conditions for success for the PPP/ main lessons to be learnt from it</b>	the key question is the commitment of management.
<b>sense to transfer the PPP to other companies <i>and/or</i> in other countries</b>	Yes, the Alcoa-Köfém company alcohol policy is a good point of departure.
<b>documents, reports, websites e.g. publicly available of this policy (in national language or in English) or a legal law, official guidelines by government etc.</b>	Yes, - see Annex below. - EMPLOYEE ASSISTANCE” - COMPANY PROGRAM 2010 (Annex 1) - Alcoa Alcohol Policy, 2004 (Annex 2)
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**Annex**

Alcoa is a multinational American aluminum company. It has own World Wide Health Standards (WWHS) including Employee Assistant Program, Hearing Conservation and Engineering Noise Control Program, Occupational Medical Services, Medical Surveillance of Mobil Equipment Operators etc. – all about 29 different standards.

Every production site establishes own company policies. This one is the EAP of Alcoa-Köfém in Hungary Székesfehérvár.

EAP - program was beginning in 2002 and is under carrying out product development continuously since then. The employees increasingly more people take advantage of the psychologist help.

In October of 2009, they started a new program in the framework of a “Talking Club”- occupation relaxation training. The aim of this new program is the alcohol, drug and increased medicine consumption prevention with help of stress solution. To achieve that aim they are looking for new devices and methods for stress reduction. In a group there are maximum 10 attendances. Each meeting has duration of two hours. At the end they are planning six groups which can contribute to improve a good and successful stress reduction method.

**Annex 1: „EMPLOYEE ASSISTANCE” - COMPANY PROGRAM 2010**

*The Program is approved by Alcoa-Köfém Ltd. EHS Lead Team*

**Compiled by:**

**Dr.Nóra Rostaházi**

**Senior Company  
Physician**

**Approved by:**

**Horváth Tamás**

**EHS & HR Manager**

**Approved by:**

**Dr. Béla Forgó**

**Alcoa-Köfém Kft  
General manager**



**1. Purpose of Program**

Alcoa Köfém Ltd. make every effort to provide healthy and safe work environment to their employees. As an item of this program we establish a mental hygiene service offered to the Alcoans that can help in solving private conflict situations.

**2. General Description of Employees Assistance Company Program**

The background of the program is the company philosophy that expresses the understanding that employees' individual and family conflict situations or changes of personalities arising from addictions jeopardize safe work and have detrimental impact on employees' performance at work.

Under the scope of the program the company plans to offer a mental hygiene service to employees, which is lead by professionals (psychologists). The employees will be entitled to involve their family members and/or make an appointment with the psychologist and all these can be made by maintaining privacy without the involvement of either the fellow-workers or anybody else from the company.

**3. Scope**

The service rendered by the service provider covers all Alcoa-Köfém Ltd. employees and family members in the same household (in this context family members mean spouses, parents, sisters/brother and children). The employee shall have to prove active employment with Alcoa-Köfém Ltd with his/her company access card and in case of family members the fact that they live in the same household shall be proven.

**4. Detailed Description of Program**

**4.1 Human Resources**

The service is coached and led by an authorized and licensed psychologist maintaining a contract with the company.

4.1.1 The psychologist leading the service will have the following responsibilities:

- Development of the program; establish professional and HR conditions
- Keeping contact with designated Alcoa-Köfém Kft. and AWPE Kft. personnel.
- Give professionally supported recommendations to resolution alternatives for emerging problems.
- Coordination of personnel involved to the service
- Develop a summary on the approaches and types of problems and forwards this to the designated company contact persons either in writing or verbally in meetings on as required basis.
- Make appointments for consultation for those requiring personal advice and indicating this in a telephone call.
- Recommends subjects of presentations, written professional communications for the contact persons with regard to the issues raised in the telephone conversations and personal discussions.
- Give assignment to the elaboration of written training documents and presentations for personnel knowledgeable about the topic and forward the written documents to the company contact persons.

4.1.2 The companies will designate a professional coordinator team to be the mentor of the program. Members of this team are manager of Alcoa-Köfém Ltd. Medical Services or his designee in his absence; a designated person of Alcoa-Köfém Ltd.

Responsibilities of the professional coordinating team are the following:

- On-going consultation with the Service provider; give feedback on the possible resolution alternatives of the problems raised and forwarding them to the management.
- Organization of copying the material received from the Service provider; organization of professional lectures/presentations delivered by the Service provider to managers or employees.

#### 4.2 Crisis intervention

Service provider shall ensure round the clock availability via telephone. This will be provided by the free of charge night line of the Mental Assistance Hot Line. The psychologist coordinating the service is held responsible to organize the information flow between the Mental Assistance Hot Line to the professionals leading the day-time consultancy (when such information is available).

#### 4.3 Personal Consultancy

Service provider shall provide private consultancy in the pre-scheduled times.

Subjects of the personal and telephone consultation are the following:

- Drug and alcohol program
- Handling stress situations
- Family conflicts
- Advising or giving recommendations on handling the situation in case of unusual events (work related accidents, near misses, etc.) both for individuals and teams.
- Assistance to re-align to the work.

#### 4.4 Ensuring Re-Align To Work

Should the consultancy conclude that the mental status of the service requesting persons justifies other medical (psychiatric) check up or medical treatment in hospital then Service provider will direct the person to the proper Institution and undertakes the patient's follow-up until he/she regains his/her abilities and able to re-align to work or the final disability to work is determined. Due to the law Alcoa-Köfém Kft. company physicians are entitled to determine the disability to work status.

#### 4.5 Training and Advising Activities

- Service provider will develop written professional materials at request of Alcoa Köfém Ltd. to cover the ordered subjects, at a level to be published in company periodicals or hand-outs. The company coordinating team is responsible to place order for the related printing and have it completed.
- According to the preliminary need of the company the service provider will assure professional consultancy for the company management in subjects perceived important on the basis of the personal consultancy once or twice a year.
- The service provider will organize presentations either for target groups of employees or company groups interested in the subjects.

#### 5. Handling Information

Service provide will handle any related information confidentially. Written records will be stored in a locked place while the electronic files will be stored on protected folders.

During its services rendered to Alcoa-Köfém the service provider shall act according to Alcoa business conduct requirements and Psychologists' Code For Business Conduct.

Service provider will develop and send a report to Alcoa-Köfém Medical Services that contains number of checked up persons without any reference to the names. The spreadsheet shall refer to the problem triggering the request on consultancy. Exceptions are the cases when the nature of the claim is such that might have an influence of safe work. In such cases Service provider shall report the problem to the company Medical Services immediately. Medical Services will handle such information confidentially and sends the expertise to the person's supervisor only as prescribed by the Hungarian law, that is, „fits for duty”, „unfits for duty”, „temporarily unfit for duty”.

The representative of service provider discusses the most characteristic problems or possibly accrued problems of a given area emerged in the period with the Employee Assistance team quarterly or more often if needed (this time again names are not mentioned) and offers assistance in searching for solutions.

Annex 2: Alcoa Alcohol Policy, 2004

COMPANY POLICY		ALCOA – KÖFÉM POLICY	
Number: <b>CP-111</b>	Title: <b>BREATHALYZER TEST POLICY</b>		Page 6 of 9
<b>Compiled by / Date:</b> Fekete, József HR Manager September 28 2005	Professionally approved by / Date: Horváth, Tamás EHS-HR Manager September 28 2005	Approved by / Date: Dr. Forgó, Béla General Manager September 29 2005	
Effective date: October 1, 2005	Superseded by / <b>Amended by/</b> Date:	CP-111 July 6, 2004	

**1.0 Purpose**

Purpose of the present procedure is to establish standard rules for the company breathalyzer tests and legal consequences of them.

**2.0 Principle**

In accordance with the relevant provisions of the Labor Code and Act On Safety, and with regard to the Collective Bargaining Agreement, Section I, “General Provisions”, Para. 6.2.1 and the company practice that developed on the above basis it is the **company’s principal expectation** that no employee under alcohol influence would enter to the premises of the company and work in this condition.

***The inspection conducted by the company aiming to control the fitness for duty condition shall in no circumstances hurt the dignity of controlled person(s) and serve as a basis of unjustified harassment.***

**Due to the total abstinent requirement of the company the permitted blood alcohol content is 0.00 per mill.**

**3.0 Procedure for the breathalyzer tests**

3.1 The company has the right to perform breathalyzer test on everybody (including employees, visitors, contracted partners, or their employees, vendors) at the time of access to the company and during the work at a frequency determined by the management randomly or in case of specific suspect.

3.1.1 Should the employee deny the breathalyzer test with such behavior he/she willfully violates an essential duty arising from the employment and therefore he/she will not be permitted to enter to the premises and/or he/she should leave the premises immediately.

The employee’s access right is to be suspended to the end of disciplinary procedure if no other measure is taken. Such circumstances are to be recorded in a report and based on this the executive of the employer’s right will apply the detrimental legal consequences imposed by Labor Code.

A notification on the event is to be sent immediately to the following:

- Employee’s line manager and HR manager of the affected organization, if the EHS Security and Fire Prevention Department conducted the test;
- HR manager of the affected employee and the EHS Security and Fire Prevention manager, if the line manager conducted the test.

If an outside contractor is involved in the event then a notification is to be sent to the project manager and through him/her manager of the contractor company immediately.

3.2 Such tests are to be performed in the designated room at the reception area, with the exclusion of public and by respecting the personal rights of the person who is subject to the test.

Should the test occur at the workplace then one of the offices are to be used at the conditions indicated above.

3.3 Persons authorized to perform such tests are:

3.3.1 At the time of access to the company the EHS Security and Fire Prevention Department personnel are entitled to perform the tests either when the electronic access system issues a signal for this on random basis or when signs refer to alcoholic influence. Nobody can give instruction to the person who is running the test regarding the procedure or repeat it except the EHS manager or EHS Security and Fire Prevention Department manager of Alcoa Kőfém. The supervisor or any leader of the organization has no right to give any kind of instruction to the person who perform the test.

3.3.2 At work the area manager executing the employer's rights or his/her designate is entitled to perform the test.

The help of EHS Security and Fire Prevention Department can be asked for the tests.

3.4 A Should the test result be positive then parallel to the test a report is drawn. The report form is Supplement No.1 of the present policy.

3.4.1 Should the result of a test conducted at the gates be negative no report is to be drawn up. The event will be entered to the electronic database with the confirmation of the person conducting the test. If the test is not conducted at the gates then a report is to be drawn up also on the negative test results with the completion of the form enclosed to the present policy as Annex no.2. A copy of the report is to be forwarded to the EHS Communication Center.

3.4.2 In case of positive breathalyzer test the employee's line manager is to be notified immediately.

3.4.3 Should the result of the test be positive the report is to be confirmed with the signatures of both the testing person and the tested employee.

3.4.4 The report on the test is to be developed in three (3) copies and each of them is to be signed. An original copy of the report should be passed onto the controlled person. Copies of the report shall be sent to the company Human Resources Department director and the area HR manager.

3.4.5 The positive breathalyzer test event shall be immediately reported through the company electronic mail system to the following persons:

- General manager of the company;
- BU manager of the affected BU;
- Company Human Resources director;
- HR manager of the affected BU;
- EHS director

#### **4.0 Procedure for positive breathalyzer test and measures to be taken by the labor law**

4.1 If the probe changes its color then the employee should be banned on entering to the company and the given workday of the person is to be considered unjustified absence until it is proven otherwise.

4.2 If the breathalyzer test was found positive at work then the person should be deprived of continuing the work. In this case the remaining hours of his/her work time is considered unjustified absence.

4.3 The supervisor of the person at fault will be held responsible to have investigation, identify all the possible substantial circumstances of the guilty violation and to investigate them all in each case.



4.4 In case of blood alcohol level of 0.3‰ or above the extraordinary termination ruled by the Labor Code and CBA is applied. At lower than 0.3‰ levels and in cases deserved to special consideration less strict detrimental legal consequences can be applied with the general manager's consent.

#### **5.0 Assurance of the application of blood alcohol content**

5.1 Should the result of the breathalyzer test or the alcoholic influence be debated by the employee he/she may request to have an alcohol blood test immediately after the breathalyzer test. Immediate action is to be taken on blood sampling. The EHS Communication Center is responsible to make the necessary arrangements. If the employee abandons the option of using the blood alcohol test and leaves the testing room then any later report claims on blood tests are to be rejected with reference of being too late.

5.2 If the employee asks for blood alcohol content test, this must be submitted in writing and confirmed with the employee's signature with the observation of conditions set in the above Section 5.1. The employer shall be held responsible to make the option of blood sampling available and forward the blood sample to the Institute of Forensic Medicine. Requests are to be submitted in writing. EHS Security and Fire Prevention Department acts on behalf of the employer.

5.3 Concerning taking blood samples and perform of the blood alcohol test provisions of Decree no. 16/1986 of the Ministry of Public Health (December 17), *Workplace Verification Of Drunkenness Via Blood Alcohol Content Test* are governing.

#### **6.0 Scope of the Policy**

##### **6.1 Area Scope**

6.1.1 Provisions of the present policy apply at company headquarters, on each company premises and workplaces for every job performed.

6.1.2 Affected Area - Outside of the company this policy applies to works performed during business related travels including the use of company cars.

##### **6.2 Affected Persons**

6.2.1 Provisions of the present policy cover each and every employee of the company.

6.2.2 Provisions of the present policy are to be reasonably applied to the employees of other companies who perform or want to perform any jobs on the premises of Alcoa-Köfém Kft.. The basis of this process is the contract between the contractor and Alcoa-Köfém Kft. with its liabilities and rights.

6.2.3 Provisions of the present policy are to be applied to every visitor who arrive at Alcoa-Köfém Kft. for a visit or any other purposes.

##### **6.3 Time Effect**

Provisions of the present policy will come to effect on the day succeeding the date of issue.

#### **7.0 Other provisions**

If the company employee or employee of an outside contractor is not completely sure whether the alcohol consumed earlier has already fully assimilated in his/her organ then the option is open to have a breathalyzer check made at his/her own request before the person would enter to the premises of the company. However, this option is only open when crossing of the entry arm has not been initiated yet. Should the system designate the person for breathalyzer test then from that point on the process is perceived official control.

#### **8.0 Closing provisions**

The present policy will be published through bulletin boards and E-mail.



