**MODEL LETTER – NON-COMPLIANCE/PARTIAL NON-COMPLIANCE WITH A TREATMENT/SUPPORT PROGAMME**

Dear

**Managing Substance Misuse Policy/Procedure (Management Referral) – Non Compliance/Partial Non Compliance with Treatment / Support Programme**

I refer to the programme of treatment/support which you were undertaking in accordance with the Managing Substance Misuse Policy/procedure as set out in the Treatment/Support Agreement signed by you and (manager name and title) on (date).

At our meeting on (date) in the presence of (name and title of those present) your case was discussed and the latest report from occupational health was reviewed. You were informed that it has been identified that you have *not complied/not fully complied* *(delete one)* with your treatment/support programme to address your substance misuse problem, with your work performance/attendance/behaviour\* remaining a management concern. You were given the opportunity to put forward any comments or provide any information that you wished me to take into consideration in my decision on the way forward.

You indicated *(insert summary of employee’s comments/information)*

I am now writing to confirm to you my decision as follows:-

*Either:*

On the basis of the information that you provided at the meeting, I have decided to give you a further opportunity to comply with your treatment/support programme. The situation will be reviewed again in ?? weeks/months. If you continue to fail to fully comply with your treatment/support programme to address your substance misuse problem, you will no longer be considered under the Managing Substance Misuse Policy/procedure and consideration will be given to invoking the appropriate Council policy to address your performance / attendance / behaviour\*.

*Or*

On the basis of the information that you provided at the meeting and due to you not *complying/fully complying* *(delete one)* with your treatment/support programme, I have decided that you will no longer be considered under the Managing Substance Misuse Policy/procedure and the concerns regarding your performance / attendance / behaviour\* will now be considered under the appropriate Council policy.

Yours sincerely

\* Delete as appropriate.