

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

# Workplace Substance Use Policy Framework

A Psychologically Informed Approach to Substance Policies

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



मनस् – Center for Mental Wellness & Counselling

## Programme Overview

Discover how a shift from punitive to a health-led approach can foster a more supportive and productive workplace regarding substance use. This programme explores evidence-based strategies to create policies that encourage help-seeking and well-being.

### Learning Objectives

- ✓ Understand the current landscape of substance use in Indian workplaces, including common substances and existing legal considerations, to appreciate the context in which policies operate.
- ✓ Recognize the unintended negative consequences of traditional zero-tolerance policies, such as increased secrecy and reduced engagement with support systems, to inform more effective policy design.
- ✓ Learn about the principles of a health-led approach, emphasizing support and treatment before disciplinary action, to promote a culture of care and recovery.
- ✓ Develop the skills to draft a psychologically safe and inclusive substance use policy that prioritizes employee well-being and encourages proactive engagement with available resources.
- ✓ Gain insights into effective implementation strategies, including clear communication, comprehensive training, and building robust support infrastructure, to ensure policy success.
- ✓ Explore best practices for fostering an environment where employees feel safe to seek help without fear of reprisal, thereby enhancing overall workplace health and productivity.

#### WHO SHOULD ATTEND

This programme is designed for HR professionals, legal counsel, and senior leadership teams aiming to develop or refine their organization's approach to substance use.

## Programme Content

### 1. The Current Landscape: Substance Use in Indian Workplaces

This section examines the prevalence of common substances like alcohol and tobacco within Indian corporate settings and discusses the relevant legal framework that governs workplace conduct and employee rights. Understanding these foundational elements is crucial for developing contextually appropriate and legally sound policies. We will explore how societal norms and workplace culture can influence substance use patterns and the challenges organizations face in addressing them effectively.

 **Activity: Group discussion on perceived prevalence and challenges.**

### 2. Why Traditional Zero-Tolerance Policies Often Backfire

We delve into the limitations of rigid zero-tolerance policies, which often inadvertently foster an environment of fear and secrecy, discouraging employees from seeking necessary help. This approach can lead to employees hiding their struggles, exacerbating the problem and potentially leading to more severe consequences for both the individual and the organization. Understanding these drawbacks is key to moving towards more compassionate and effective strategies.

 **Activity: Case study analysis of policy failures.**

### 3. Adopting a Health-Led Approach: Support Before Discipline

This module introduces the benefits of a health-led approach, prioritizing support, education, and access to treatment over immediate disciplinary measures. By focusing on well-being and recovery, organizations can create a more humane and effective system that encourages employees to come forward. This fosters a culture of trust and mutual respect, ultimately contributing to a healthier and more engaged workforce.

 **Activity: Brainstorming supportive interventions.**

#### 4. Drafting a Psychologically Safe Substance Use Policy

Learn to craft a substance use policy that is not only compliant but also promotes psychological safety and inclusivity. We will cover key components such as clear definitions, confidentiality protocols, available resources, and the process for seeking support. A well-drafted policy reassures employees that their well-being is valued and that help is accessible without fear of judgment or retribution.

 **Activity: Policy drafting exercise: identifying key clauses.**

#### 5. Effective Implementation: Communication, Training, and Support

Success hinges on robust implementation, beginning with clear and consistent communication of the policy to all employees. This section outlines strategies for comprehensive training for managers and employees on recognizing signs, offering support, and understanding procedures. We will also discuss building a sustainable support infrastructure, including partnerships with external resources and internal wellness programs.

 **Activity: Role-playing manager-employee support conversations.**

#### 6. Building a Culture of Well-being and Recovery

This final section focuses on embedding a culture that genuinely supports employee well-being and recovery from substance-related challenges. It emphasizes ongoing efforts to destigmatize seeking help, promoting healthy coping mechanisms, and fostering an environment where employees feel empowered to prioritize their mental and physical health. A proactive culture of care benefits everyone and enhances overall organizational resilience.

 **Activity: Developing a communication plan for policy rollout.**



## Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Form a policy review committee.	HR/Legal	Week 1	Include representatives from HR, Legal, and Senior Leadership to ensure comprehensive oversight.
Conduct a workplace needs assessment.	HR	Month 1	Gather data on current substance use perceptions and support needs through anonymous surveys.
Draft initial policy framework.	Legal/HR	Week 2	Focus on health-led principles, confidentiality, and access to resources.
Develop communication and training materials.	HR	Month 1	Create clear, accessible documents and presentation modules for all employee levels.
Establish support resource partnerships.	HR/Wellness Committee	Month 2	Identify and vet external counseling services and internal support networks.
Launch policy and conduct initial training sessions.	Leadership/HR	Quarter 1	Ensure widespread awareness and provide foundational training for managers and employees.

## About Manas



### Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

### Manas – Center for Mental Wellness & Counselling

A MSME-registered organisation dedicated to evidence-based mental wellness.

UDYAM-MP-10-0120839

Ready to Partner With Us?



Website

[manas365.com](https://manas365.com)



Corporate Enquiries

[manu@manas365.com](mailto:manu@manas365.com)



WhatsApp

[+91 99818 13224](https://wa.me/919981813224)



Book a Meeting

[manas365.com/book-session](https://manas365.com/book-session)

**Disclaimer:** This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: [manu@manas365.com](mailto:manu@manas365.com) | +91 99818 13224