

Policy – Alcohol and Other Drugs

Purpose & Scope

The Academy of Entrepreneurs is committed to providing a work environment that is a safe and healthy workplace for all employees, clients, contractors and casuals. It is also important to The Academy of Entrepreneurs that our reputation is maintained as one that has professionalism and integrity. The intent of the Alcohol and Other Drugs policy is to set out the expected standards of behaviour relating to alcohol, drugs and other substances within the workplace.

This policy aims to:

set out a comprehensive policy to address the consumption and use of alcohol and other drugs prior to the daily commencement of, or whilst at work

- ensure that a workplace is free from the effects of alcohol and other drug use
- prevent and reduce personal injury, harm and /or harassment resulting from people being impaired by alcohol and other drugs at work
- protect our company's reputation and define acceptable and appropriate behaviour for employees
- inform employees of the availability of assistance
- provide guidelines on when it is appropriate to consume and purchase alcohol in and around the workplace

This policy is not intended to prevent employees from taking over-the counter or prescribed medication to treat a specific health related condition.

Definitions

Drugs – substances or medications which alter normal brain function including psychoactive effects such as altered consciousness, mood or emotions and / or impaired judgement, concentration and / or co-ordination

Alcohol – a beverage that contains ethyl alcohol, such as beer, wine or spirits that are capable of causing intoxication and other psychoactive effects such as altered consciousness, mood or emotions and / or impaired judgement, concentration and / or co-ordination

Medication – both prescription medication (as prescribed by a medical practitioner) and non-prescription medication meaning medication that can be lawfully purchased over the counter

Illicit drugs – are drugs whose use, sale and possession are illegal. This includes many drugs legally produced but not prescribed by the treating medical practitioner as well as those illegally produced and sold outside medical channels

Intoxication – affected, with diminished physical or mental control, by means of alcohol or drugs. This includes a diminished ability to work safely, competently and professionally. A person who is intoxicated is likely to exhibit behaviour that is uncharacteristic when not under the influence of drugs or alcohol

Medical Practitioner – a registered medical doctor

Content

Employees must not:

- attend the workplace if adversely affected by alcohol or drugs
- consume, possess or sell drugs while in the workplace or performing their role outside the workplace
- operate equipment or drive a company vehicle while under the influence of drugs or alcohol
- consume alcohol at any workplace unless attending an authorized function where alcohol has been supplied

All employees in charge of company equipment such as vehicles, machinery, chemicals or undertaking hazardous activities must not be under the influence of drugs or alcohol and must comply with the relevant legislation. All employees are expected to behave reasonably and appropriately whilst at work or at work-related functions. This includes both onsite and offsite functions.

Alcohol

The Academy of Entrepreneurs permits the responsible consumption of alcohol by employees if such consumption is during an authorised work-related function or event.

All employees are responsible for their own behaviour and their alcohol consumption when attending authorised work functions or events. They have a responsibility to act lawfully and responsibly at all times. If an employee suspects that another employee is involved in the consumption or possession of alcohol in the workplace, this is to be reported to management.

All managers that attend authorised work functions or events have an individual and collective responsibility to monitor, regulate and restrict, if required, the levels of alcohol consumed by employees. All managers are expected to lead by example and remain vigilant to the signs of alcohol use and raise any concerns with the CEO of the Academy of Entrepreneurs.

Excessive alcohol consumption can lead to employees causing harm to themselves or others and can result in falls, harassment, road trauma or violence. Managers, where it is safe to do so, have an obligation to intervene when an employee is at risk of becoming intoxicated and causing injury to themselves or others. Employees that are behaving inappropriately should be asked to leave and, whenever practical, have a safe means of travelling home.

All employees should be aware that a worker's compensation claim (including journey claims), resulting from any incident that occurred as result of alcohol or drugs abuse, may be declined.

Medication

The Academy of Entrepreneurs recognises that employees may need to take prescription and non-prescription medication in order to treat an illness or injury. All medication should be used responsibly in accordance with medical advice.

Employees must check with their medical practitioner to ascertain whether the use of the medication will, or is likely to, have an impact on their work performance and whether they are able to safely perform their duties.

Where there is a possibility of an impact to performance the employee must obtain medical advice in writing and submit this to their manager so action can be taken to reduce risk.

If it is observed that there is an issue with the employee not performing their duties safely and effectively, the employee may be directed to cease work immediately, or directed to leave the work area or workplace until their ability to return to normal duties is approved by a medical practitioner.

Illicit Drugs

The Academy of Entrepreneurs has a zero tolerance of the consumption or use of non-prescribed or illicit drugs in the workplace. Working whilst being under the influence of or being in possession of, illicit drugs in the workplace is not permitted.

If an employee is, or is suspected to be, in possession of illicit drugs, The Academy of Entrepreneurs may refer the matter to external authorities, as appropriate, such as the Police.

Breach of Policy

- Where an employee is suspected of non-compliance they may be:
- required to leave the work area or workplace immediately
- required to cease work immediately
- required to open their desk, locker, drawers, bags or other property for inspection
- required to attend and be subject to a medical examination for testing, including but not limited to, a breath test, urine sample or saliva test
- required to undergo an internal investigation
- subject to termination of employment or contract

All employees are required to comply with any directions given in accordance with this policy. The refusal by an employee to participate in drug and alcohol testing, where there is reasonable cause to believe that the individual is intoxicated by drugs or alcohol will be considered a breach of this policy.

Where a manager suspects that an employee is in breach of this policy, they are required to inform the CEO of the Academy of Entrepreneurs immediately for advice and direction.

Where an employee witnesses or suspects a breach of this policy they are required to inform their Manager or the CEO of the Academy of Entrepreneurs immediately.

Confidentiality

The Academy of Entrepreneurs will respect all employees' privacy and the confidentiality of their medical and personal information. The exception to this rule is when this information is required by the police, emergency services or for security purposes. The Academy of Entrepreneurs will maintain records of medical and personal information on a need-to-know basis only.

All managers are required to maintain confidentiality of matters pertaining to prescribed medication, except when the employee's or other employee's health and safety may be at risk.

Approvals & Review

Policy review date:	30/12/2017
Policy approved by title:	Academy of Entrepreneurs Pty Ltd
Policy approved by signature:	