



Drug, Alcohol and Tobacco Policy

1. Purpose and Scope

King's Own Institute (KOI) is committed to ensuring that the safety and wellbeing of its workers and the public is not compromised by the presence of people under the influence of drugs or alcohol in the workplace or the use of tobacco in the workplace.

This Policy applies to all staff, contractors and others in the workplace.

2. Definitions

<i>Alcohol</i>	Alcohol comprises legally acquired alcoholic beverages that may be available for legal consumption.
<i>Lawful drugs</i>	Lawful drugs are medications obtained in accordance with the law (such as over the counter drugs) or prescribed by a medical practitioner
<i>Illicit drugs</i>	Illicit drugs are those drugs that are not lawfully able to be used and/or possessed.
<i>Tobacco and tobacco related products</i>	Tobacco and tobacco related products comprises all forms of tobacco products (including cigarettes, cigars, tobacco pipes, vaping products etc.) and e-cigarettes.
<i>Workplace</i>	Place under the control of KOI where a person needs to be or to go for work purposes
<i>Work related event</i>	A work-related event is an event organised by or on behalf of KOI and which may be in a location other than the workplace.
<i>Workers</i>	Person performing work or work-related activities that are under the control of the organisation, including any volunteers.
<i>Contractor</i>	External organisation or person providing services to the organisation in accordance with agreed specifications, terms and conditions
<i>Other persons</i>	Other persons include any volunteers, students or visitors at the workplace.

3. Related Documents

This Policy is to be read in conjunction with KOI's:

- Work, Health and Safety Policy
- Work, Health and Safety Management Manual
- Discipline Policy

4. Policy

King's Own Institute does not condone:

- the use, sale or possession of any illicit drugs at the workplace or a work related event;
- the use of lawful medication that is consumed in a manner other than in accordance with usage specified by the drug manufacturer or prescribed by a medical practitioner at the workplace or work related event;



- the presence of employees or contractors adversely affected by drugs (both lawful medication and illicit drugs) or alcohol at the workplace or work related event;
- the consumption of alcohol at the workplace or work related event without the express approval of the Dean or a Manager who has been specifically delegated responsibility for coordinating an event; and
- smoking or use of tobacco or tobacco related products (including vaping and e-cigarettes) at the workplace or work related event.

5. Illicit Drugs

It is strictly prohibited for a worker, contractor or other person to undertake activities at a workplace while under the influence of an illicit drug.

It is strictly prohibited for a worker, contractor or other person to conduct activities at the workplace if their performance, judgement, coordination or well-being could reasonably be impaired during work hours as a result of the consumption of illicit drugs.

The manufacture, possession, sale, purchase or consumption of illicit drugs at the workplace or at any work related event is strictly prohibited.

6. Lawful Drug Use

In the event that a worker, contractor or other person uses lawful drugs for legitimate medical reasons, and if such lawful drugs may be reasonably be expected to interfere or are suspected to have interfered with the individual's ability to safely and professionally perform their work related duties, or may reasonably be expected or suspected to negatively impact their performance in any way:

- the worker, contractor or other person must notify their immediate supervisor or other responsible person as soon as possible that their lawful use of drugs may have the potential to negatively affect their performance;
- consideration be given for the worker, contractor or other person to be assigned to other duties or, if appropriate, temporarily suspended from conducting activities, until such time that their immediate supervisor or other responsible person is satisfied that the individual's lawful drug use is no longer expected to interfere with the individual's ability to safely and professionally perform their normal work related activities.

In the event that a worker, contractor or other person attending the workplace or a workplace related event appears to be adversely affected by the consumption of drugs, such persons must be managed in accordance with the policy set out in Section 9 "Observing Persons Affected by Drugs or Alcohol".

7. Consumption of Alcohol

The consumption of alcohol at the workplace or work related event is prohibited other than with the express approval of the Dean or, in the case of a work related event, where the manager organising the event has obtained approval from the Dean for alcohol to be consumed.

All workers, contractors and other persons attending the workplace or a work related event where alcohol is consumed must ensure that they are not adversely affected by the consumption of alcohol. In the event that a worker, contractor or other person attending the workplace or a workplace related event appears to be adversely affected by the consumption of alcohol, such persons must be requested to immediately cease consumption of alcohol and be managed in accordance with the policy set out in Section 9 "Observing Persons Affected by Drugs or Alcohol".



8. Use of Tobacco and Tobacco related products

The use of tobacco and tobacco related products at the workplace or work related events is strictly prohibited other than in areas designated for the use of these products.

Workers, contractors and other persons are permitted to access the designated areas to use tobacco and tobacco related products only at designated times authorised by their immediate supervisor or other responsible person.

9. Testing

King's Own Institute may undertake drug and/or alcohol testing of their workers in the following circumstances:

- Routine – King's Own Institute reserves the right to require a worker, contractor or other person to submit to random drug and/or alcohol tests, with a limit of a maximum of two random tests being conducted in any calendar year.
- Pre-employment testing – on acceptance of an offer of employment, King's Own Institute may require a pre-employment alcohol and / or drug test, as well as a medical examination to be satisfactorily completed by a prospective worker;
- Post incident – those involved in an incident may be tested after the incident to assess if alcohol and / or other drugs may have been a factor;
- Fitness for work – where there is reasonable cause to indicate that a person's fitness for work may be affected;
- Site specific – prior to engaging workers or contractors for projects / jobs to ensure fitness for work;
- Voluntary / self-assessment – where a person wishes to voluntarily assess their own fitness to work.

The drug and/or alcohol tests described in the preceding paragraph may include:

- breathalyser test;
- urine test;
- blood test;
- saliva test.

In the event that a worker, contractor or other person returns a positive test for drugs and/or alcohol, the matter may be handled in the following manner:

- serious breaches – potential termination of employment, contract or other contractual relationship with KOI. If the use or possession of illicit drugs is identified, then, depending upon the circumstances, law enforcement authorities may be notified.
- other breaches – disciplinary action as determined in accordance with contractual arrangements and legal requirements. These actions may include: a formal warning; a requirement to provide an apology (either verbal or in writing); a requirement to attend training; a requirement to attend counselling; demotion; a missed opportunity for promotion; suspension; termination of employment/contractual arrangements or other action as may be determined in accordance with the Discipline Policy.

10. Observing Persons Affected by Drugs or Alcohol

All workers, contractors and other persons have a responsibility for others in the workplace or at a work related event, and to ensure that KOI provides a safe and professional work environment.



If a worker contractor or other person reasonably suspects that another individual is adversely affected by drugs and/or alcohol in contravention of this Policy, then the observing individual must:

- if safe and appropriate to do so – take any reasonable and necessary steps to minimise any risks posed by the impaired person (for example, by encouraging them not to handle dangerous equipment, interact with others, or escort them home or to another safe environment);
- notify a supervisor or responsible person as soon as possible.

Any communication between the observing individual and the supervisor/responsible person will be handled in strict confidence.

If the observing individual does not feel safe or is not comfortable approaching the impaired individual, or if the observing individual does not consider it appropriate to approach the impaired individual, then the observing individual may refrain from doing so and may simply notify the supervisor/responsible person so that they can approach the impaired individual.

The first priority of the KOI is to ensure that the workplace is a safe and professional environment, and all decisions related to the specific situation must be made with ensuring the safety and wellbeing of all involved.

If a worker, contractor or other person is required to leave the workplace or work related event, the worker will be provided assistance, so far as is practical, to ensure they reach their home or place of accommodation safely.

11. Support from KOI

KOI acknowledges that drug and alcohol abuse are health issues which can be successfully managed and treated in many cases.

While workers, contractors and other persons remain entirely responsible for their own actions, and for their own recovery, KOI is committed to helping workers, and, in limited instances, contractors and other persons, who are willing to do what is necessary to overcome these issues.

The self-disclosure of any drug or alcohol related issue is encouraged. Workers will not be penalised for self-disclosure and will be encouraged to attend a rehabilitation program or relevant treatment provider if such treatment is appropriate.

All disclosures by workers, contractors and other persons will be treated confidentially.

KOI will provide a referral to a relevant treatment provider in the event that treatment is required.

KOI will provide the worker, contractor or other person with relevant information regarding drug and/or alcohol treatment if required.

In the event that a worker requires time away from work in connection with the treatment for drug and/or alcohol abuse, personal leave or other leave may be made available.

Any arrangements for extended time away from work may be based on the advice of a relevant treatment provider.

KOI may require a medical certificate before granting time off work.

12. Contact

For further information about this policy or to discuss any matters related to it, please contact the Human Resources Manager.



Document control

Policy title	Drug, Alcohol and Tobacco Policy
Policy owner	HR Manager
Policy version date	25 November 2022
Policy approver	Council on recommendation from the Audit & Risk Committee
Date of approval	12 December 2022
Date of implementation	20 January 2023
Date of next review	01 July 2025
Changes in this version	Expansion of terminology and greater explanation of policy

KOI amends its policies periodically and printed copies of this document, either in part or whole, are considered as uncontrolled and should not be relied upon as the most current document. It is the responsibility of individuals printing the document to always refer to the KOI website for the current version.

*****END OF POLICY*****