

PURPOSE

To effectively manage the consumption of alcohol at Eastern of Technology (EIT) sites and functions and at external functions where EIT staff attend as EIT representatives to ensure safe and responsible consumption of alcohol.

PROCEDURE

Step		Person Responsible	Evidence
Formal functions on EIT Property :			
1.	The function organiser requests approval from the appropriate executive member or nominee, in writing, giving expected dates, times, function details and/or other requirements.	All Staff	Memo or email
2.	The appropriate executive member or nominee advises the function organiser of his/her decision in writing.	Appropriate executive member or nominee	Memo or email
3.	The function organiser provides the Facilities Manager with details of the function at least one working day in advance.	Function Organiser	Memo or email
4.	The Facilities Manager notifies security staff of the function.	Facilities Manager	Security record or email
5.	The function organiser arranges for appropriate service to be provided by trained and qualified staff.	Function Organiser	Agreement
6.	The function organiser ensures that function arrangements promote a safe and responsible approach to the consumption of alcohol as per the EIT Consumption of Alcohol policy. This includes ensuring that no alcohol is served to anyone under the age of 18, or to anyone who is, or appears to be, intoxicated.	Function Organiser	Complaints
Informal consumption of alcohol on EIT property, at EIT sponsored events or when representing EIT			
	No approval is required for the casual consumption of alcohol. The expectations of the Consumption of Alcohol Policy applies.	Person	Complaints
Consumption of alcohol as an integral part of a teaching programme:			
1.	No additional approval for the consumption of alcohol is required as this is covered by the academic programme approval document.	Tutor	Complaints

	The tutor is responsible for managing the activity.		
2.	For sensory evaluation procedures verbal and written advice must be given to students to avoid swallowing alcohol and avoid driving vehicles immediately following a class where consumption of alcohol has occurred. [Note: As far as practicable programmes should be timetabled in the morning to avoid the need for students to drive vehicles following the teaching session].	Tutor	Complaints

Document information – Office use only	
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Owner	Executive Director, Human Resources and Operations
Developer	Human Resources Advisor
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