

### PURPOSE

The primary purpose of the policy is to:

- Set out expectations and procedures that will enhance workplace safety and wellbeing as well as ensuring that EIT is a positive environment for all.
- Set out a procedure for testing for Prohibited Substances in certain specified circumstances.
- Facilitate reasonable support for workers and students who suffer from alcohol or drug related conditions.
- Provide a clear process, so that all workers and students know what are Prohibited Practices, what is expected of them and what the repercussions are should they breach this policy.

NB: There is a definition section below. Terms that are defined are indicated by bold type the first time they are used.

### SCOPE

This policy applies to all workers students and visitors.

In addition to this policy, in specific situations workers or students may be required to comply with industry rules and regulations or those of a partner organisation. The relevant manager is responsible for ensuring that workers and students are made aware of these rules and regulations. These apply in addition to and do not replace this policy.

### POLICY

EIT is committed to having a safe and healthy environment for workers and students. EIT also expects all workers and students to be come to work or take part in their programme in a state where they are ready and able to teach and learn safely and effectively.

Workers or students who are adversely affected by alcohol or other drugs and substances are a safety hazard to themselves, to others they interact with and to the wider community. The inappropriate use of alcohol or drugs and other substances, on and off EIT premises, can also impact on learning and teaching and on EIT's reputation.

As a tertiary institution training students who will be working in certain industries, EIT must also ensure that it meets the same safety standards as those expected in the relevant industries and New Zealand workplaces.

Alcohol and other substances are defined as Prohibited Substances in this policy.

## DEFINITIONS

<p><b>Prohibited Substances</b></p>	<p>The following substances are <b>Prohibited Substances</b> if they are used in a way that is prohibited (see the "Prohibited Practices" section below) or in a manner that otherwise breaches this policy:</p> <ul style="list-style-type: none"> <li>• Alcohol;</li> <li>• Illegal drugs, including (but not limited to) cannabis and hashish, opiates (heroin and morphine), cocaine and amphetamine type substances (speed, "P", ecstasy and party pills such as benzylpiperazine (BZP));</li> <li>• Herbal, designer, synthetic or other substances that can be used to effect results similar to those achieved by the use of alcohol or illegal drugs (e.g. party pills, kava, glue, paint thinner etc.);</li> <li>• Prescription medication or over the counter (i.e. non-prescription) medication that may cause impairment or adversely affect work performance or health and safety in the workplace or that is used in a manner that is contrary to directions.</li> </ul>
<p><b>Prohibited Practices</b></p>	<p>EIT prohibits the following with respect to all workers and students:</p> <p>The purchase, sale, supply, use, possession or storage of any Prohibited Substance while on EIT premises, while at <b>work</b>, or while taking part in any <b>EIT Programme related activity</b>; and</p> <p>The reporting to work (or if a student, to any programme related activity) <b>under the influence</b> of a Prohibited Substance.</p> <p>There are two exceptions to these rules:</p> <p><i>1. Prescription and other authorised medications –</i></p> <p>Workers and students may have or take prescription and other legal medications for therapeutic purposes, provided they do so in accordance with the directions of a health provider. Further information about EIT's expectations for medication use, particularly where those medications may cause impairment, is set out in the "Prescription and other authorised medications" section below.</p> <p><i>2. Alcohol –</i></p> <p>Workers and students may possess or store alcohol at work or at a programme related activity, provided that they store it in a safe and appropriate way and they do not consume it while they are at work or at their programme related activity (unless they are at an <b>authorised function/event</b>). Further information about EIT's expectations for authorised functions/events is set out in the Consumption of Alcohol Policy and Procedure.</p>
<p><b>Others</b></p>	<p>This includes visitors and any other person who has a reason to be at EIT, as well as those that may be put at risk by the work of EIT.</p> <p>This does not include those who are there unlawfully.</p>
<p><b>Workers</b></p>	<p>A person who works for the Institute. This includes</p>

	<ul style="list-style-type: none"> <li>• an employee</li> <li>• an officer of the PCBU</li> <li>• a contractor or subcontractor and their workers</li> <li>• a labour hire company employee who has been assigned to work in the business or undertaking</li> <li>• an outworker (including a home worker)</li> <li>• an apprentice or a trainee</li> <li>• a person gaining work experience or undertaking a work trial</li> <li>• a volunteer worker</li> </ul> <p>A casual volunteer is not a worker.</p>
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### PERSONS / GROUPS AFFECTED

- Workers
- Students
- Others

### CONSULTATION PROCESS

The policy and procedures was put out for consultation with workers and the EIT Student Association. The final policy was approved by Bill Kimberley, HR Director, and effective from 1 April 2017.

### QUALITY OUTCOMES

a) All workers and students can enjoy a safe environment where by it is free from those under the influence of illicit drugs, controlled drugs and/or alcohol

### OUTPUT STANDARDS

a) All workers and students while undertaking work or activities for the Institute are not under the influence illicit drugs, controlled drugs and/or alcohol

### COMPLIANCE STANDARDS

For those workers or students who do not comply with this policy, it is likely to be deemed serious misconduct and will be investigated under the applicable disciplinary procedures.

In addition to this policy and procedure, in specific situations workers or students may be required to comply with industry rules and regulations or those of a partner organisation. The relevant manager is responsible for agreeing with the Industry contact person on what policy and procedures will apply, and that workers and students are made aware of these rules and regulations. These apply in addition to and do not replace this policy and procedure.

### REPORTING STANDARDS

All workers and students should feel empowered to stop or report dangerous behaviour if they suspect someone is under the influence of illicit drugs, controlled drugs and/or alcohol.

If a worker or student feels unsafe working with any other person because they suspect he/she is in breach of this policy, they should first attempt to stop the work being undertaken by that person. If this cannot be done, refer the matter immediately to the manager for the work area. For example, Tutor, line Manager or Head of School.

All complaints and/or questions in relation to this policy are directed to the Human Resources Director.

## LEGISLATION

*(As applicable. Please provide links to NZQA documents for example)*

<b>Document information – Office use only</b>	
<b>Document Name</b>	Drug and Alcohol
<b>Document Number</b>	QS101
<b>Executive</b>	Human Resources Director
<b>Owner</b>	Human Resources Director
<b>Developer</b>	Health, Safety and Wellbeing Advisor
<b>Review Frequency</b>	36
<b>Last Review</b>	1/04/2017
<b>Next Review</b>	1/04/2020
<b>Related Items</b>	<a href="#">Click here</a> for Related Documents (available only on Staffnet)
<b>Version history</b>	New format May 2018