

DRUG AND ALCOHOL POLICY

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| Policy number | 6 | Approved by Senior Exec on | 5 Sept 2017 |
| Version | 3 | Approved by Exec | 29 Sept 2017 |
| Drafted by | Ellie Clay | Scheduled review date | 29 Sept 2018 |

1. INTRODUCTION

1.1. NUPSA is committed to providing a safe, healthy and productive work environment. NUPSA also recognises that alcohol, while sometimes harmful, is an established part of Australian society and is present at many social functions and events. NUPSA encourages responsible attitudes towards drinking, and discourages the misuse of alcohol and/or other drugs.

2. POLICY STATEMENT

2.1. The aim of this policy is to set standards of expected behaviour regarding the use of alcohol and other drugs. NUPSA's approach to the use of alcohol is one of responsible service and consumption. NUPSA's approach to other drugs is one of harm minimization.

3. POLICY SCOPE

3.1. This policy applies to all NUPSA employees, Executive members or volunteers on duty during work hours, or while attending NUPSA events.

4. DEFINITIONS

- 4.1. **NUPSA** refers to the Newcastle University Postgraduate Students' Association
- 4.2. **NUPSA event** means any workshop, function or social event run and endorsed by NUPSA.
- 4.3. **University** refers to the University of Newcastle
- 4.4. **Workplace** refers to the NUPSA office or any venue or event where NUPSA business is taking place.

5. POLICY DETAILS AND PROCEDURES

- 5.1. Use of SSAF funds to purchase alcohol for NUPSA events requires the express permission of the University.
- 5.2. Alcohol may only be served and consumed at NUPSA events if the venue is RSA compliant.
- 5.3. NUPSA events that involve the service of alcohol must undergo a risk assessment prior to the event.
- 5.4. NUPSA employees, Executive members and volunteers are expected to understand and respect individual and cultural difference in attitudes towards alcohol.
- 5.5. NUPSA events that involve alcohol must be fully inclusive and welcoming of all invitees, including those who choose not to drink.

- 5.6. When attending *any* event as a representative of NUPSA, employees, Executive members and volunteers may consume alcohol but are expected to maintain professional and responsible conduct at all times.
- 5.7. NUPSA does not condone driving under the influence of alcohol or any other drugs. If NUPSA, employees, Executive members or volunteers choose to consume alcohol at events they must arrange for safe transportation home.
- 5.8. NUPSA does not condone the use or possession of any illegal/prohibited substances in the workplace.
- 5.9. NUPSA employees, Executive members or volunteers who are taking prescription or over-the-counter drugs that may impact their work should bring the matter to the attention of the President.
- 5.10. NUPSA employees, Executive members or volunteers who are adversely affected by alcohol and/or drugs must not report for work whilst affected.
- 5.11. NUPSA employees, Executive members or volunteers who are experiencing difficulty managing their use of alcohol and/or other drugs, and wish to address these issues, may be referred to the appropriate support services.
- 5.12. Non-compliance with the provisions of this policy is a serious matter. Depending on the severity and implications of the breach, sanctions may include a warning or disciplinary action.