



## ALCOHOL AND DRUG ABUSE IN THE WORKPLACE POLICY

### Introduction

St Benedict's is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. Therefore, it takes a firm and positive stand against alcohol and drug abuse. This policy is intended to ensure an alcohol and drug free environment for all boys, staff and visitors.

The possession, use or distribution of alcohol and illegal drugs, and the inappropriate possession, use or distribution is prohibited in South African Schools. It is the school's intention that all its campuses should be alcohol and illicit drug free zones.

### 1. OBJECTIVES OF POLICY

- 1.1. To prevent alcohol and drug use in the school environment.
- 1.2. To encourage employees with alcohol or drug use problems to seek voluntary assistance, counselling, and rehabilitation.
- 1.3. To meet problems of alcohol and drug use in a forthright and positive manner through progressive and corrective disciplinary actions.

### 2. PRINCIPLES OF POLICY

- 2.1. Developing a safe and supportive school environment that values human dignity.
- 2.2. The school is offer assistance and support to employees requesting assistance in dealing with alcohol or drug problem.
- 2.3. Educating the entire school community regarding alcohol and drug abuse.
- 2.4. Developing a range of responses, for managing alcohol and drug related incidents within the school, taking into account confidentiality, the nature of the incident and the circumstances of the employee involved, and the needs and safety of the school community.

### 3. PROHIBITION

- 3.1. The use, possession, sale or transfer of alcohol or an illegal drug by an employee on the School's premises, or at School's sponsored events, is strictly prohibited.
- 3.2. The use of any legally obtained drug by any employee while performing the school's business or while on the school premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's job performance or behavior are to report such drug use and possible side effects to the Nurse.

- 3.3 Possession, distribution, or consumption of alcoholic beverages while on the premises of the school is not permitted, except at official events catered by the school. Under these circumstances, those served must be 18 years of age or older.
- 3.4 The use of alcohol by employees while conducting school business, attending school sponsored events or social functions, or otherwise representing the school off premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the school's regard or reputation in the community.
- 3.5 The presence in specified amounts (producing positive results) of any illegal drug or alcohol in an employee's system while on school premises or while otherwise performing school business is prohibited.

#### **4. TESTING AND TREATMENT**

- 4.1 The School may require a drug/alcohol test whenever:
  - 4.1.1 The School suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the Alcohol and Drug Policy. An employee must complete the necessary drug/alcohol information consent forms prior to the testing, this will be administered by the School Nurse.
  - 4.1.2 The Wellness Facilitator and Counsellor will provide confidential services to employees who seek help in dealing with alcohol or drug problem. These services may include outside treatment at rehabilitation facilities.
  - 4.1.3 Credible information obtained from other employees based on their observation of slurred speech, excessive physical and verbal arguments, confusion, disorientation, personality changes or odor of alcohol.
  - 4.1.4 An employee has been arrested in association with alcohol or drugs.
  - 4.1.5 The School may also require periodic, unannounced testing on an employee following the employee's return from an approved drug or alcohol rehabilitation programme or medical leave.

#### **5. SYMPTOMS OF INTOXICATION AND EXPECTED LEVEL OF ALCOHOL**

- 5.1 Workplace symptoms:
  - 5.1.1 Absenteeism
  - 5.1.2 Often late for work or leave work early
  - 5.1.3 Failure to meet deadlines on given tasks
- 5.2 Physical symptoms:
  - 5.2.1 Strong smell of alcohol
  - 5.2.2 Slurred speech
  - 5.2.3 Staggering walk
  - 5.2.4 Tremors of hands
  - 5.2.5 Puffy face



5.3 Expected level of alcohol: Per blood specimen  
5.3.1 0.05 gram per 100 millilitre for ordinary person

5.3.2 0.02 gram per 100 millilitre for professional drivers

Expected level of alcohol: Breathalyzer

5.3.3 0.24 milligram per 1000 millilitre for ordinary person

5.3.4 0.10 milligram per 1000 millilitre for professional drivers

## **6. DISCIPLINARY ACTION**

- 6.1 Depending upon the seriousness of the offence, any violation of the policy requirements of the Alcohol and Drug Policy will result in discipline, up to and including termination, even for a first offense.
- 6.2 The failure or refusal to complete the necessary forms, to submit to a drug or alcohol test, or to undergo treatment pursuant to the requirements of the policy will be grounds for immediate termination.

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