



Student Alcohol and Drug Policy

1. Purpose

- 1.1. Our aspiration is to have a zero harm campus and for everyone to get home safely, healthy and well, every day. Unitec is committed to providing a safe healthy environment for our people by creating a culture of personal and collective responsibility towards health and safety.
- 1.2. Students who come to campus or undertake work-based learning at Unitec, whether onsite or offsite with Alcohol and/or other Drugs ("AOD") in their system have a high risk of causing an accident or injury to themselves, their peers, or others and may constitute a hazard or significant hazard learning environment. Our aim is that no-one should study at Unitec under the influence of AOD.
- 1.3. While this is a matter of safety, it is also a matter of values. Ensuring there is an approach in place that allows the proactive management of AOD incidents on campus and supports students to optimise their learning, we are best placed to support our people to find their success.
- 1.4. To deliver on this intent we will:
 - Actively support an AOD-free study environment by providing post-incident and reasonable cause testing for students (See definitions in the procedures for more detail)
 - Early identification (where possible) and proactive referral for students to relevant support/rehabilitation agencies
 - Take practicable steps to create graduates who are aligned to New Zealand industrial standards
 - Ensure Unitec complies with its legal obligations under the Health and Safety at Work Act 2015 and other appropriate acts of parliament such as the Human Rights Act 1993 and Privacy Act 1993
 - Meet our commitment to support student wellbeing under the Education Act 1989
 - Manage organisation risk through clear procedures for the management of AOD issues
- 1.5. This policy should be read in conjunction with the Alcohol and Drug Procedures (Student).

2. Scope

- 2.1. This policy applies to all Unitec students while they are on campus or otherwise undertaking work-based learnings at Unitec, whether onsite or offsite.

3. Policy Statement(s)

- 3.1. Unitec does not tolerate the use, making, sale, purchase, transfer, distribution, consumption or possession of AOD on its campuses. The exception is responsible alcohol consumption in licensed premises and at approved Unitec functions.
- 3.2. All individuals working, studying or visiting Unitec are expected to carry out work and/or study safely and without any limitations arising from the influence of AOD.

- 3.3. Unitec believes the inappropriate, irresponsible and unlawful use of AOD can adversely affect academic performance, health, safety and personal relationships and result in damage to property, and potentially affect the rights and enjoyment of others.
- 3.4. Unitec will use AOD testing to minimise the risks of AOD related harm in the workplace. The AOD testing procedures for staff are set out in the Drug and Alcohol Procedure (Student) and include the following:
- Reasonable cause testing: where there is reasonable cause to suspect that a staff member's behaviour, appearance or actions are the result of being affected by AOD, or where AOD related paraphernalia is found in the staff member's possession or control.
 - Post incident/accident **testing**: following an incident or accident, regardless of whether anyone is harmed or not.
- 3.5. Unitec acknowledges that the responsible consumption of alcohol can be part of socialising for many people. Unitec also recognises that there may be occasions where the consumption of alcohol during work hours is acceptable, such as at social events organised by Unitec. In these circumstances, staff and students must drink and act responsibly, and the event needs management approval.
- 3.6. Unitec promotes a responsible attitude towards the provision, service and consumption of alcohol. For this reason:
- 3.6.1. Under no circumstances shall intoxication be advanced as an excuse for antisocial, unacceptable or unlawful behaviour.
- 3.6.2. Within Unitec campuses, liquor and alcohol advertising (including promotional activities, posters, flyers and other material) is prohibited (unless approved in writing by an ELT member).

4. AOD Education and Training

- 4.1. Education and training will be conducted to ensure general awareness of this policy and the effects of AOD. This education and training may include an e-Learning training module.

General awareness (all students)

- 4.2. An educational programme is available to all students covering:
- AOD trends and their adverse effects
 - use/ misuse/ abuse/ dependency on AOD
 - the implications of this policy and its related procedures
 - the testing options for AOD
 - how AOD tests are conducted
 - how long substances can be detected after use
 - how to access the AOD rehabilitation programme for students

Policy management & reasonable cause recognition (Supervisors)

- 4.3. Training workshops will be offered to managers and supervisors and will cover in more detail the topics above and will also focus on:
- signs and symptoms of drug and alcohol misuse including how to recognise,
 - reasonable cause for testing,
 - understanding Unitec's Student's Drug and Alcohol Policy and Procedures and how to manage them, and
 - understanding the testing processes

5. Rehabilitation (for Students)

- 5.1. A Rehabilitation Programme may be offered to students by Unitec at its discretion. Unitec will consider all of the relevant circumstances before determining whether to offer this to a student. If offered, this Rehabilitation Programme for students would be organised through the Pou Aroha (Student Wellbeing) Team and would be provided by an external supplier. The details for the programme are detailed in the Alcohol and Drug Procedures (Staff).
- 5.2. The availability of this Rehabilitation Programme and counselling does not prevent Unitec from taking disciplinary action against students found to be in breach of this policy for serious misconduct/prohibited conduct under the Student Disciplinary Statute, or taking any other appropriate action.

6. Privacy

- 6.1. All information gathered as a result of drug and/or alcohol testing is collected for the purpose of implementing Unitec's policy and achieving its objectives and will comply with the Privacy Act 2003. The Head of Pathway will hold the information in a secure filing system. Information may be disclosed only to managers who "need to know." Disclosure of this information to other parties (including future employers) will require the consent of the student. The information shall be destroyed 3 calendar months after termination of student enrolment with Unitec.

7. Use of Prescribed, Pharmaceutical & Other Medications

- 7.1. If a student is on a medication which is either prescribed or purchased from a pharmacy or other "over the counter" or online outlet, it is their responsibility to seek advice from their doctor, pharmacist or other authority on whether any side effects from the medication could put them or any other person at Unitec at risk (e.g. dizziness, fatigue, drowsiness, altered perception, mood swings, or loss of coordination). If this medication has or is likely to have an effect on the student while the student is at a Unitec campus or undertaking work-based learning at Unitec, whether onsite or offsite the student should immediately notify their lecturer so that Unitec can take any necessary steps with a view to providing a safe workplace and study environment. Further information, including a medical opinion may be sought on the effects of any such prescribed drugs or medication and how best to effectively manage those effects.
- 7.2. All advice received on the use of prescribed drugs and other medications will be treated by Unitec in strictest confidence to protect the privacy of the student.

8. Selling and Distribution

- 8.1. It is prohibited conduct and may also be serious misconduct if a student is observed taking, selling, transferring, or being in possession of AOD on Unitec Premises or in the context of any official Unitec activity or service, including any Field Trip/Placement as part of a Unitec course of study (other than alcohol on licensed premises or any other premises where permission has been given to consume alcohol (and then only in accordance with any conditions imposed)). NB: This action does not require AOD testing and may result in disciplinary action.

9. Disciplinary action

- 9.1. A breach of this policy and/or its related procedures may result in Unitec taking disciplinary action against students for serious misconduct/prohibited conduct under the Student Disciplinary Statute,

or any other appropriate action. A breach could place a student's ongoing learning with Unitec in jeopardy.

10. Associated Procedures

10.1. See associated procedures:

- Reasonable Cause Testing –students
- Post Incident/ Accident Testing –students
- Rehabilitation -Students
- Selling and Distribution
- Alcohol Testing Procedures
- Drug Testing procedures

11. Responsibilities

Role	Responsibilities
Staff, students, visitors	<ul style="list-style-type: none"> • All staff, students and visitors have a legal responsibility to take reasonable care of their own safety and that their acts or omissions do not adversely affect the health and safety of other persons • Any staff , student or other person with concerns regarding another person’s behaviour they reasonably believe could be caused by the use of AOD must bring their concerns to the attention of a Manager or Security
Supervisor	<ul style="list-style-type: none"> • If any incidents or concern about behaviour is brought to the attention of the Supervisor, the Supervisor, in consultation with Health, Safety and Wellness, will determine whether to administer a test in accordance with this policy and related procedures • The Supervisor will be the key liaison with the person involved until a resolution is found
Security	<ul style="list-style-type: none"> • Security have a role in responding to reasonable concerns raised and will take steps to remove the involved individual where the immediate safety of ‘self’ and ‘others’ is of concern and immediately notify a relevant manager
Ed Collective and other student groups	<ul style="list-style-type: none"> • Student groups are accountable for their own decisions regarding AOD use. They are also responsible for knowing, understanding and complying with Unitec policies and the laws governing the Sale and Supply of Alcohol Act 2012 and regulations

12. Definitions: Refer to Alcohol and Other Drugs Procedures Student

13. Reference Documents

1. Chief Executive's Statement of Commitment to Health and Safety
2. Health and Safety Policy
3. Student Disciplinary Statute
4. Student Services Charter
5. Privacy Policy
6. Code of Conduct
7. Health and Safety at Work Act 2015
8. Health Information Privacy Code 1994
9. Land Transport Regulations 2012
10. Sale and Supply of Liquor Act 2012
11. Health Rehabilitation Contract
12. AS/NZS 4308: 2008 (or any updates)
13. AS 3547: -1997/ Amendment 1-2000 (Type 2)

14. Approval Details

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Version History (Amendments made to this version)	Date of amendment/s:	Amendment/s	
Consultation Scope:	Key stakeholders consulted in the review of this policy: <ol style="list-style-type: none"> 1. 5 x consultation meetings were held with staff (17, 19, 21, 24 August and 1 September 2015) – total 17 attendees 2. Brief discussion with Fono and Rūnanga groups (17 and 22 September 2015) 		
Approval authority:	Executive Leadership Team	Date of Approval	July 2017
Policy Sponsor (May have authority to approve minor amendments)	Executive Director – People and Safety	Policy Owner:	Health and Safety Manager
Contact Person	Carla Tonks	Date of Next Review	July 2019