

Title	Alcohol and Other Drugs Policy
Policy Category	Human Resources
Policy Type	Best Practice
NQF Standard	NQS: Quality Area 2
Related Legislation	See legislation map

Background and Context

Glen Education has obligations under Work Health and Safety legislation to, as far as is reasonably practicable, ensure the safety and health of all people associated with its operations and those of its clients.

It is recognised that the inappropriate use of alcohol and other drugs by Representatives (see Definitions) can lead to major deficiencies in an individual's work performance and can be a contributing factor in industrial accidents, driving accidents and road fatalities.

For this reason, Glen Education has a ZERO TOLERANCE approach to breaches of this Policy.

All Representatives will receive have access to the Alcohol and Other Drugs Policy before commencing paid and unpaid work and are required to comply with its intent and contents at all times.

Scope

This Policy applies to all permanent, temporary and casual employees and contractors of Glen Education including Management, whether employed directly or through other related or unrelated entities including employment and/or labour hire agencies (collectively referred to in this Policy as a Glen Education "Representative"). The Policy also applies to volunteers, including students and Volunteer Parent Advisory Group (PAG) members.

Definitions

In this Policy references to:

Drug(s): include illegal Drugs, prescription or pharmacy drugs, or synthetic drugs as defined below.

Illegal Drug(s): include:

- any drug prohibited by Australian State, Territory or Federal law or any other laws (including foreign and international laws) to which Glen Education is subject or which apply to the work performed at or for Glen Education;
- prescription or pharmacy drugs which are used without the necessary prescription, or for non-medical purposes; or
- any synthetic drug (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis.

Management/Manager: means Glen Education’s managers, supervisors, team leaders (whichever are relevant) and all Representatives with supervisory responsibilities.

Representative: refers to paid staff, volunteers and contractors, including the Board of Directors, Volunteer PAG members and students on work experience placements.

Policy

Zero Tolerance

If a Representative is found to be in breach of this Policy the likely outcome, but for exceptional circumstances, will be the termination of a Representatives employment, termination of a contractor’s contract for services or the termination of voluntary role.

Consumption of alcohol and drugs whilst at work

The manufacture, possession, use, distribution, sale, purchase, transfer of and consumption of alcohol or Illegal Drugs is prohibited while on the Glen Education premises or whilst performing duties on behalf of Glen Education.

Presenting for work and performing work

It is prohibited for a Representative to present for work or perform any work whilst the Representative has in his or her system the presence of alcohol and other drugs.

Work functions and alcohol

Despite the above, Glen Education recognises that at some work-related functions responsible consumption of alcohol is allowed, for example, at a staff function, Christmas party or customer function.

Representatives must not consume alcohol in the workplace or at work-related functions unless specifically authorised by Management to do so. In these cases:

- It is the responsibility of Representatives to ensure that they behave in a manner that is legally and socially acceptable;
- Representatives must consume alcohol responsibly;
- Representatives must not become drunk. Inebriation does not diminish a Representative’s responsibility for misconduct;
- Representatives must uphold an appropriate standard of behaviour at all times, consistent with Glen Education’s workplace policies.
- Representatives must not drive any vehicle from a work-related function if they have a Blood Alcohol Concentration above 0.02 (or zero for Representatives with probationary licence restrictions). Alternative options to driving from a function are to catch a taxi, obtain a lift with a non-drinker, or simply not drink;
- Representatives who do not have a safe means of transport should advise management so that such transport may be arranged;
- If a Representative is required to return to work, or continue working after the function, and the consumption of alcohol could adversely affect their ability to perform work effectively and safely, consumption of alcohol by those Representatives is not permitted;
- If a Representative breaches this Policy at a work related function and acts inappropriately, the Representative may be subject to disciplinary action, and may not be permitted to consume any alcohol at future work related functions.

Prescription and pharmacy drugs

Where a Representative is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, then that Representative must not drive a Company vehicle or any vehicle, or operate machinery unless:

- contrary specific medical advice is obtained and confirmed in writing, from the Representative's medical practitioner; and
- the Representative's manager is notified that the Representative is taking the prescription or pharmacy drugs and express approval is obtained for the Representative to continue to operate the vehicle or machinery.
- If a Representative is taking prescription or pharmacy drugs and suspects or ought to suspect that their ability to safely drive a vehicle or operate machinery is affected, the Representative must not drive a company vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

When will Glen Education request to conduct drug and alcohol testing?

1. If Glen Education suspects, on reasonable grounds, that a Representative is under the influence of drugs or alcohol in breach of this Policy.
2. Upon finding evidence that a Representative has used, possessed, sold, purchased, solicited or transferred drugs whilst in the workplace or while on Glen Education property.
3. Where Glen Education finds drugs or alcohol in the workplace.
4. Upon receipt of a report of drug or alcohol use, provided by a reliable and credible source and confirmed by investigation, in breach of this Policy.
5. Where a Representative has previously received a confirmatory test result confirming the use of illegal drugs or alcohol in breach of this Policy, he/she shall be required to undergo subsequent testing.
6. Upon obtaining evidence that a Representative has interfered with, tampered with, falsified or destroyed an alcohol screen test or drug screen test.
7. Where a Representative notifies management that he/she has a drug or alcohol problem.
8. Where a Representative is taking prescription or pharmacy drugs which may affect their ability to perform the duties and responsibilities of their position in an efficient, competent and safe manner, without risk to the health, welfare or safety of the Representative, or others in the workplace.
9. Where the investigation of an incident or near-miss determines that the Representative's actions may have been impaired due to the use of drugs or alcohol, or the Representative was under the influence of drugs or alcohol.

A Representative who is required to undertake a drug screen test and/or alcohol screen test will be required to sign a consent form before taking a drug screen test and/or alcohol screen test.

Use of information - drug and alcohol testing

Glen Education will not use information collected from any drug test and/or alcohol screen for the purposes other than for which it is collected. For the avoidance of doubt, the purposes of collecting this drug and alcohol testing information is to ensure the productivity, health and safety of personnel, to apply this Policy, and for disciplinary purposes.

Refusal to undergo testing

A refusal to undergo a drug screen test and/or alcohol screen test or providing false information during such a test constitutes a breach of this Policy and may result in action being taken against the Representative, including action as set out below under 'Breach of this Policy'.

Breach of this Policy

Representatives must comply with this Policy at all times.

If a Representative is found to have breached this Policy, the Representative will be subject to disciplinary action which will, in the vast majority of cases, result in termination. If exceptional circumstances arise, Glen Education may implement action other than termination, which might include:

- Performance counselling;
- A formal warning;
- Suspension; or
- Referral for counselling, treatment or rehabilitation for drug or alcohol dependency.

Agents or contractors (including temporary contractors) of Glen Education who are found to have breached this Policy may have their contracts with Glen Education terminated, or not renewed.

In circumstances where a Representative's behaviour or conduct may involve a breach of any Australian law, Glen Education may notify the police or another relevant government authority.

Approvals and Revision

Date	Version	Author	Revision Description
Q3 2012	1.00	Glen Education Management	New Policy
Q2 2022	5.00	Glen Education Management	Policy updated due to rebranding May 2022