

Policy No.: HR-Conduct-11**DRUGS, ALCOHOL, BETEL NUT, AND TOBACCO POLICY****1. Policy Statement**

- 1.1. The health and safety considerations of University stakeholders make it imperative that employees not be impaired by alcohol and/or drugs when performing their duties while at work.
- 1.2. Drugs impair an employee's performance or impinge on that of another employee. Thus, University employees:
 - a. must not consume non-prescribed drugs during work hours at all;
 - b. must not consume prescribed drugs during work hours where these are likely to impair work performance or raise a health/safety risk.
 - c. during work hours must not be under the influence of any drug, party drug from wherever/whenever they were consumed.
- 1.3. Alcohol can also impair an employee's performance or impinge on that of other employees. To this extent, University employees must not be under the influence of alcohol during work hours from wherever/whenever they were consumed.

2. Policy Guidelines

- 2.1. An employee must inform his/her Manager of any drugs (whether taken on prescription or otherwise) that the person may have taken in the 24 hours before commencing work, and which may impair the employee's work performance or cause a potential health and safety risk. Any drug classified as a controlled substance is deemed to potentially impair work performance or pose a health and safety risk, and is subject to the law for prosecution.
- 2.2. Where the University has reasonable cause to suspect that an employee is under the influence of drugs or alcohol during work hours, the University may require the employee to provide a non-invasive sample for testing (for example, urine testing). Where a sample is provided, the employer shall ensure that testing is performed by a reputable agency within 24 hours.
- 2.3. Reasonable cause to suspect that an employee is under the influence of drugs or alcohol during work hours may exist in circumstances including but not limited to situations where the employee:
 - a. is involved in a serious or potentially serious workplace accident,
 - b. is drowsy or inattentive at work without reasonable explanation,
 - c. displays erratic behaviour at work without reasonable explanation, or
 - d. is unable to complete the work tasks to the expected standard.

- 2.4. An employee found to be under the influence of alcohol or prohibited drugs during work hours, is deemed to have committed misconduct. Supervisors are required to remove such employees from the workplace immediately.

3. Tobacco Policy

- 3.1. The University prohibits smoking on all campuses, properties and vehicles other than for at residential premises and clearly designated smoking areas.
- 3.2. The University prohibits chewing of tobacco on all campuses, properties and vehicles other than for at residential premises and clearly designated smoking areas.
- 3.3. Smoking is also prohibited from any premise or property or vehicle that the University leases or hires, or uses on an exclusive basis for any official event or activity other than for at clearly designated smoking areas.

4. Betel Nut Chewing

- 4.1. Betel nut is not categorised a prohibitive substance in the same manner as a drug. Betel nut may sometimes be considered a social substance. It is recognised that betel nut chewing is an imported feature of Solomon Islands society.
- 4.2. Betel nut users do not display the frequently anti-social behaviour associated with alcohol consumption. However, betel nut does cause a number of potentially adverse effects, of which one is reduced productivity at the work place.
- 4.3. Betel nut also has potentially serious health effects, particularly on teeth and NCDs, including cancer. Employees who suffer from these because of betel nut consumption impose a significant cost to the University.
- 4.4. Betel nut consumers also tend to have a significant problem of dental hygiene, which brings disrepute to the standing of the University amongst the international community of Universities.
- 4.5. University employees, thus, must not consume betel nut:
 - a. during working hours, or
 - b. at any of the University premises except the allocated accommodation in which case they must maintain the environment hygiene and their personal dental hygiene, at their cost, or
 - c. at clearly designated areas on University premises, in which case they must maintain environmental hygiene.
- 4.6. Related Policies: The University recognises all employees are required to work for a minimum of 37.5 hours per week, and that this time excludes their lunch and rest breaks [Ref: Policy No.: HR- Conduct-04 (Workhours, Attendance & Punctuality

Policy), and Policy No.: HR- Conduct-05 (Meal and Rest Periods Policy)]. Employees who decide to use their lunch and rest breaks for chewing betel nut at premises where chewing betel nut is not disallowed, must be mindful of the maximum lunch and rest break periods allowed, and that any additional time taken by them is compensatable to the University, either as make-up hours worked or as a deduction of their wages/salaries commensurate to the time lost on account of such activities.

4.7. The University reserves the right to not employ any person whose medical report has adverse report on dental health hygiene. For clarity, existing staff are required to undergo full medical, including dental, examination prior to confirmation of any extension of their employment contracts with the University.

5. Peddling Drugs, Alcohol, Betel Nut or Tobacco

5.1. Staff shall not peddle drugs, alcohol, betel nut or tobacco at any university owned, rented or leased premise or property or vehicle.

6. Penalty

6.1. Staff found breaching the regulations/policies on drugs shall be charged with misconduct.

6.2. Staff found breaching the regulations/policies on consumption of alcohol, betel nut, and tobacco shall be fined, according to the fine regimes determined by the University from time to time. The University may require compulsory counselling for habitual offenders and those with addiction or signs of abuse.

6.3. Staff found breaching the policy relating to peddling of drugs, alcohol, betel nut or tobacco, shall be guilty of the offence of misconduct.

6.4. Habitual breach of this policy, in spite of counselling and professional intervention, shall be deemed to be a gross misconduct.