



## **Alcohol and Other Drugs Policy and Procedure**

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### Modification history

Date	Modification	Person responsible
03/01/12	New policy based on existing policy.	Toni Schammer & Dr Ian Whyte
27/6/2012	Modification to wording of illegal drugs and alcohol sections	Gerald Lipman and Dr Ian Whyte
6/11/12	Addition of Changes to the Policy section	Gerald Lipman and Dr Ian Whyte
9/7/2013	Changes to policy following review by Chief Executive, Principal, Manager RIH, Director, Student & Industry Engagement (or delegate), Manager Administration, Industry Training and Development Manager and ICHM legal	Gerald Lipman and Dr Ian Whyte
25/1/16	Minor title changes	Dr George Brown

### Definitions

“Drugs” refer to alcohol and illegal drugs.

“Reasonable” is defined as moderate, not excessive or not exceeding the limit.

“Social functions” include all informal and formal ICHM social functions whether organised by ICHM itself or the Student Representative Council.

“Formal social functions” means official ICHM events requiring dress standards.

“Informal functions” can be defined as those events that are either sponsored, endorsed or supported by ICHM and are primarily organised by the student body (the Student Representative Council).

“Illegal substances” includes cannabis, heroin, speed, ecstasy, etc....Please note that although cannabis is decriminalised in South Australia under certain circumstances, it is still an illegal substance and illegal use may subsequently attract a criminal charge.

“Intoxication” is defined as inebriation, drunkenness, the loss of control over the physical and mental powers by means of alcoholic liquor or other substance.

“Unacceptable behaviour”: Those who consume alcohol or other drugs whether on or off the college premises, must take full responsibility for their subsequent behaviour. In particular, any of the following is regarded as being unacceptable behaviour within the College community.

- Any behaviour that brings the college into disrepute
- Physical or verbal abuse of another person
- Any harassment of another person, including sexual harassment
- Any damage to other people’s and/or college property
- Noise causing disturbance to others
- Any other behaviour which is sufficiently offensive to cause complaints from other people
- Intoxication during official college business (eg. In class and while attending formal and informal social and recreational activities organised by ICHM.)

## **Preamble**

The International College of Hotel Management (ICHM) is committed to providing a safe and productive environment for its students and staff.

The college, acknowledging this duty of care, has established this policy document as part of its efforts to ensure a safe environment throughout the academic semester while students live and study on campus. This document incorporates further information to guide the appropriate use of alcohol and other drugs.

ICHM recognises that the use of alcohol and other drugs can impact on the workplace and this policy is aimed at minimising the harm that this impact has on the lives and study opportunities of students.

## **Policy - Illegal drugs**

Illegal drugs will not be tolerated in the college community. The use and possession of illegal drugs and/or the implements for the use of drugs is strictly forbidden and is regarded as serious misconduct and will be treated as such. There will be no exception to this policy including where a student asserts that the consumption of illegal drugs is in response to any medical condition.

## **Procedure – Illegal drugs**

Those found using, in possession of (including in their bedrooms at RIH) and/or dealing in illegal drugs may be reported to the police. Any decision on this form of action will be made by the Principal in consultation with the Director, Student & Industry Engagement (or delegate), Regency International House Manager, or the Director, Academic. The student/s will also be dealt with according to the ICHM Personal Conduct & Code of Behaviour Policy.

All staff have a duty of care to report perceived use of illegal drugs by students to the Director, Academic and Principal.

The Chief Executive is to be advised immediately if a student is found to be in possession of any illegal drugs.

## **Policy - Alcohol**

While alcohol may be consumed, as appropriate, within the confines of Regency International House and at formal and informal social and recreational activities, resulting in inappropriate behaviour, excessive use impacting on studies and relationships and dependence will lead to intervention.

No student is to compel or otherwise influence another student to drink alcohol against his/her will.

At every social function at which alcoholic drinks are available, a reasonable quantity of non-alcoholic drinks is also to be available. Where mixed preparations such as a punch are made available they must be labelled as "alcohol included" or "alcohol free".

Students should be aware of the requirements of the law in regard to alcohol;

- That the blood alcohol level of a fully licensed driver should not exceed .05 whilst driving a motor vehicle or motor cycle in South Australia. Those who have probationary licence (P plate) are to have zero blood alcohol level.
- The sale or supply of alcohol to minors (those under 18 years of age) is an offence under the South Australian Liquor Licensing Act
- Responsible service of alcohol obligations under the South Australian Liquor Licensing Act which prohibit staff from serving alcohol to someone who is intoxicated.

## **Procedure - Alcohol**

The Director, Student & Industry Engagement (or delegate), the Regency International House Manager, the Principal and all lecturers and staff of ICHM all contribute to the management of the college's obligation under its duty of care to provide a safe learning and working environment.

In particular, reception staff at Regency International House (RIH) and the Night Duty Officer who is available from 10pm to 8am each day, are responsible for performing monitoring duties and to respond appropriately to any health or welfare related issues that students may have. Reception staff and the Night Duty Officer are located in the RIH reception, and are accessible to students at all times by phone and will be available to respond to students' issues.

### **Procedure – Illegal Drugs and Alcohol**

As perceived by ICHM management, those students whose work and academic performance is suffering or whose behaviour is proving disruptive will be approached and advised of the appropriate action they need to take if the use of alcohol or other drugs is a contributing factor. The student, however, will have a choice as to what form this action, if any, will be. Students who believe they have issues with alcohol or other drugs are encouraged to seek assistance from the Director, Student & Industry Engagement (or delegate), Student Services, the Principal/Director, Academic ICHM or their medical practitioner.

Duty of care obligations require staff members to intervene in the case of students displaying signs or symptoms of intoxication, regular excessive use or dependence on alcohol or other drugs. Intervention will depend on the level of behavioural problems and the level of dependency.

ICHM will make every effort to intervene to support the student and to refer them to appropriate counselling and support services. Students will be made aware, however, of the consequences of not attempting to help themselves. Satisfactory mechanisms will be in place for the counselling and help of those who require it in regard to the consumption of alcohol and other mind altering substances, especially where it has been identified that this consumption has a negative impact on the students work and academic performance.

Students must be mindful that as representatives of ICHM enrolled in a management program, they are under constant scrutiny on campus and in industry. Formal and informal social and recreational activities are fully integrated into the ICHM experience. Behaviour at any of these activities, deemed to be disruptive or aggressive will be addressed under Personal Conduct & Code of Behaviour Policy.

### **Additional Information**

S.J. Allsopp (1987), as cited in *Alcohol & Drugs in the Workplace* (The Chamber of Mines and Energy of Western Australia Inc, 1996), (drug in this example includes alcohol) argues that drug related harm can fall into three categories,

- Intoxication
- Regular excessive use
- Dependence

#### *Intoxication*

Problems of intoxication result from the acute effect of drug consumption and can last for several hours. They are the most obvious effects of drug use. General disruption of behaviour, such as impaired co-ordination, reaction time, memory and other cognitive functions, can contribute to an increase in accident risk. Intoxication is also associated with aggressive behaviour. Intoxicated behaviour may be associated with harm to the individual themselves or to other people.

Students who become intoxicated and display disruptive or aggressive behaviour within RIH, the class room or while attending formal or informal social or recreational activities organised by ICHM can expect intervention and consequences for their actions.

#### *Regular Excessive Use*

Regular drug use that does not necessarily involve intoxication may still result in problems such as poor health, due to the continual chemical insult to the body.

Behavioural issues, falling attendance and poor academic performance will also lead to intervention in the form of counselling.

### *Dependence*

Dependence is not an 'all or nothing' phenomenon. The degree of dependence that a person experiences can be found on a continuum from mild to severe and can be expressed as the degree of difficulty that the individual has in refraining from use. In the process, as time is devoted to drug seeking and drug taking, other activities may become less important to the individual.

It may be useful for students to consider their alcohol and other drug consumption within this framework and adjust their consumption in order to minimise harm to themselves. Alcohol and other drug related harm can have a serious impact on a student's ability to perform and it is this effect on performance and student wellbeing that is the interest of this policy.

### *References*

- The Chamber of Mines and Energy of Western Australia Inc. (1996), Alcohol and Drugs in the workplace – Issues, Trends and Practices.
- Roger Nicholas, Drug and Alcohol Services Council SA

### **Changes to the policy**

The Chief Executive and Principal must approve any change to this Alcohol and Other Drugs Policy and Procedure.