Drug and Alcohol Policy – Staff and Students

Purpose

The safety, health and wellbeing of individuals and others around them is of paramount importance and it is the responsibility of all individuals to ensure that they are fit to participate in the Institute of Management and Trade (IOMT) environment. Fitness may be affected by a variety of factors, including tiredness, stress, medications or alcohol or other drugs and substances.

This policy aligns with IOMT's duty of care as a vocational education and training provider, relevant smoke-free laws and legislations, and the Standards for Registered Training Organisations 2025 (SRTOs 2025), particularly Outcome Standard 2.6 on student wellbeing and Outcome Standard 4.3 on risk management. It also reflects national public health guidelines, including anti-smoking regulations in public and education institutions.

The *Alcohol and Other Drugs/Substances Policy* is aimed at providing staff and students at Institute of Management and Trade (IOMT) with the appropriate guidance in the management of incidents relating to the use of alcohol or other drugs and substances within the IOMT environment.

It is not acceptable for staff, students or visitors to conduct business in the IOMT environment when impaired from the use of alcohol or other drugs and substances. This includes while on IOMT property, undertaking work placement and during activities sponsored by the IOMT not on IOMT property (e.g. trade shows and student excursions).

This policy establishes the approach to be followed by the IOMT when an individual is suspected of being unfit to participate in the IOMT environment due to the effects of alcohol or other drugs and substances.

Scope

The policy applies to all staff, students and visitors in the IOMT environment. The major strategies of this policy are prevention and intervention, which are designed to assist in the creation of a safe and productive work and learning environment.

Guidelines on alcohol or other drugs and substances Legal Substances

a) Alcohol is forbidden on campus with the exception of:
   - Official functions where a permit has been obtained and permission for providing alcohol has been obtained from the Managing Director.
   - Unofficial out of hours staff gatherings where alcohol is consumed in a responsible manner with the permission of the Managing Director.

b) In the interests of the health, safety and welfare of all IOMT employees, students and visitors it is IOMT policy to prohibit smoking in, or at, all of the IOMT campuses, properties and workplaces. Smoking is not allowed anywhere on IOMT facilities. This applies to all management, employees, contractors, clients, students and visitors to IOMT premises.

c) The misuse of petrol, glues, solvents or other mind-altering substances is forbidden.

Action to be taken against persons may include but is not restricted to suspension, expulsion, and disciplinary action.

Illegal Substances

Illegal drugs and substances are forbidden on campus. This includes possession, use and distribution of illegal drugs and substances.

Action to be taken against persons may include but is not restricted to suspension, expulsion, and disciplinary action and appropriate police involvement.

Definitions

IOMT Environment – This includes IOMT property, work placement and any official venue the IOMT may use for a IOMT sponsored function or event.

Procedures

When a person is assessed as not being fit to take part in the learning environment, action will be taken to remove them from their work/training situation.

The IOMT provides support services for both staff and students. Individuals will be encouraged to access these services to assist them in overcoming circumstances that are impacting on their fitness to participate.

Sanctions

The IOMT will take immediate and appropriate action against any person admitting to or being found to violate the terms and conditions of the Institute's *Drug and Alcohol Policy*.

Prevention

The main focus of prevention strategies will be to disseminate information and increase the 'awareness' of alcohol and other drugs and substance abuse.

- Posted on Student notice Boards
- Included in Orientation

Interventions

- Encouraging students to seek the assistance of IOMT support services if they feel they have a problem with the use of alcohol and other drugs and substances.
- Encouraging staff to seek the assistance of the college's Human Resource Unit or confidential external staff counselling service if they feel they may have a problem with the use of alcohol and other drugs and substances.
- Encouraging staff and students to assist in maintaining a drug free IOMT environment.
- Informing staff and students that they may register a grievance against any individual he/she knows or believes to have violated this policy.
- Where relevant, accessing law enforcement authorities.

Policy Principles

The IOMT will endeavour to provide a drug-free workplace for all staff, students and visitors by adopting relevant approaches to the management of alcohol or other drugs and substances.

When a person is assessed as not being fit to take part in the learning environment, action will be taken to remove them from their work/training situation.

The IOMT provides a number of support services for both staff and students. Individuals will be encouraged to access these services to assist them in overcoming circumstances that are impacting on their fitness to participate.

The following policy principles are to be applied by all staff in the treatment of a student suspected of impairment:

- Within the context of your capabilities take action to minimise the risk to all persons who may be affected by the student's behaviour.
- Do not take action that will expose yourself or others to additional risks.
- Seek assistance, support and input from other members of staff, management, and executive as appropriate. The number of persons to involve will be determined by the incident, but two people working as a team can provide mutual support and may provide useful corroboration of the student's behaviour at a later stage of the process.
- Provide for the involvement of an appropriate manager or member of executive at the first available opportunity.
- In the event of aggressive behaviour with actual or the threat of physical violence, provide for the involvement of the Police at the first available opportunity.

- Aggressive behaviour by any person within the IOMT environment is to be treated as it would be in any public environment, a matter for the Police and not the discrete responsibility of the IOMT and its staff.

Consequence of Policy Breach

- First offence: removal from class until the following day.
- Second offence: Student will not be allowed to recommence activity until they gain a medical clearance.
- Third offence: Student will be referred to IOMT's Managing Director to take appropriate action to suspend/expel him or her.

All incidents should be documented and placed on an appropriate file in the IOMT Recordkeeping system.

Staff

An employee has a duty of care to present them self for work in a state fit for work and to remain that way while at work.

However, the IOMT is committed to assisting those who may have persistent problems that impact on their performance at work or their interaction with staff, students or others and will work closely with and provide whatever support is necessary to put the employee in a position to address their issues.

In addition confidential counselling services are available to all staff on a self-referral basis.

Employees can be assured of confidentiality.

In the Provision of Workplace Delivery, Assessment or Support

Employees who fail a drug test while undertaking delivery and assessment or providing support services on a work site will:

First Offence

The officer will be required to attend counselling services and in consultation with Human Resources develop a positive action plan. They will be assigned other duties if available and appropriate as determined by the Managing Director or directed to take leave. On the provision of a medical certificate from a doctor of their own choice and at their own expense that they are fit to undertake the tasks generally associated with their employment they will recommence normal duties.

Subsequent Incident

In addition to the provision of support services appropriate disciplinary action as determined by the Managing Director will be undertaken in accordance with the *Public Sector Management and employment Act*.

Observation

Where a Manger has reasonable grounds to suspect an employee is impaired, the staff member will be removed from their work environment for the remainder of that day. Before recommencing duties they will be interviewed by their manager to establish an agreed position on the incident, their fitness to commence duties and advised of counselling and support services available. The interview will be documented and placed on the staff member's personnel file.

Subsequent Incident

In addition to the provision of support services, appropriate disciplinary action as determined by the Managing Director will be undertaken in accordance with the *Public Sector Management and employment Act*.

Complaint

If the IOMT receives a complaint about the ability of an employee to perform their duties due to impairment, the staff member will be interviewed by their manager to establish an agreed position and they will be advised of counselling and support services available. The interview will be documented and placed on the staff member's personnel file.

Subsequent Complaint

The officer will be directed to undertake a medical test. Subsequent action will be dependent upon the result of this test.