

POLICY C6.0

ALCOHOL AND DRUGS

1.0 INTRODUCTION

1.1 Context

Scentia and its subsidiaries, the Australasian College of Health and Wellness Pty Ltd (ACHW), the Australian Institute of Management Education and Training Pty Ltd (AIM) operating as AIM Business School (ABS), and AIM VET, a Registered Training Organisation (RTO), (collectively ‘the Scentia Group’) and Third-Party Partners (TPP) provide higher education courses, vocational education courses and bespoke courses for industry. The Scentia Group is committed to providing the highest quality in all its services and a safe and healthy workplace and learning environment for staff and students.

1.2 Purpose

The purpose of this Policy is to outline the principles that govern the use of alcohol and drugs in Scentia Group and TPP workplaces and learning environments.

1.3 Scope

This policy applies to all Scentia Group and TPP staff, students, and visitors.

For purposes of this policy ‘staff’ means:

- all professional and academic staff of the Scentia Group and TPPs, whether full-time or fractional, continuing, fixed-term, contractors or casual; and
- members of Scentia, AIM and ACHW Boards, including external members; and
- volunteers who contribute to the Scentia Group’s activities or who act on behalf of the Scentia Group; and
- contractors.

This group will be referred to as ‘staff’ throughout this document.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. The Scentia Group and TPPs are responsible to ensure safe work environments and learning environments for students, staff, and visitors.
2. All staff, students, and visitors of the Scentia Group and TPPs are responsible to adhere to this policy.
3. Staff, students, and visitors at any Scentia Group or TPP event where alcohol is served are responsible to moderate their alcohol consumption and not drink and drive.
4. The staff member responsible for arranging any event where alcohol is served is responsible to adhere to this policy and the state regulations about serving alcohol.
5. Heads of School and managers are responsible to ensure this policy's requirements are met in workplaces and learning environments, including any external event/activity where staff and/or students are representing the Scentia Group.

3.0 POLICY

3.1 Principles

1. The Scentia Group and TPPs are committed to providing workplace and learning environments that are safe, respectful, and productive for all staff, students and visitors.
2. The use of alcohol and drugs can impair an individual's capacity to perform work or study safely, efficiently and with respect for work colleagues, other students, and clients.
3. The Scentia Group and TPPs reserve the right to establish alcohol-free areas as well as no-smoking areas in their facilities.
4. The Scentia Group and TPPs recognise that the consumption of alcohol may occur at some Group or TPP events, including external events where they are being represented by staff/and/or students.
5. Students may not organise events where alcohol will be served unless it is a formal student function, the requirements in clause 3.1.6 have been followed and the event is supervised by Director of Education, Head of School or delegate.
6. Scentia Group or TPP will hold events where alcohol will be served only if the organiser of the event has:
 - gained permission from the Chief Executive Officer or delegate to hold the event;
 - obtained a liquor licence, where required under law;

- ensured only a limited amount of alcoholic drink is available as well as non-alcoholic drinks, water, and sufficient food; and
 - notified security about the event.
7. The consumption of alcohol, other than at an event which has been organised by the Scentia Group or TPP, is not allowed on any campus and in any learning environment, including online. Staff and students may not attend the workplace/learning environment under the influence of alcohol.
 8. The consumption or possession of illicit drugs at any Scentia Group or TPP event, campus or learning environment is not tolerated and will be considered as serious misconduct and lead to disciplinary procedures. Staff and students must not attend the workplace/learning environment under the influence or effect of drugs (including the after-effects such as coming down).
 9. Staff, students, and visitors who are found to be under the influence of alcohol and/or drugs in the workplace or learning environments will be counselled and may be required to leave a workplace or learning environment. Where it is clear that an individual is not capable to drive or find their own way home, the Head of School or TPP, or a manager/supervisor will arrange safe transport for them.
 10. Vehicles, machinery, and equipment (whether owned by the Scentia Group or not) are not to be used for any work or study related purpose by anyone who is under the influence of alcohol or drugs.
 11. The Scentia Group will not accept liability for any damage to a vehicle, machinery or equipment, injury to any person, or damage or injury to any third party incurred while the operator of the vehicle/machinery/equipment is in breach of this policy or of the law. All liability shall remain with the operator.
 12. Staff or students who disclose, or clearly have, a problem with alcohol and/or illicit drugs will be counselled and provided with information on where to gain support.
 13. Staff or students who take prescribed medications are required to check with their medical practitioner about whether the medication may impact on their performance. If there is an impact or a possible impact, the staff member or student should seek written advice from the medical practitioner about the impact and pass this onto the Head of School or their manager to ensure modifications can be made accordingly.
 14. The Scentia Group observes a no smoking policy in its facilities - workplaces, learning environments and company vehicles.
 15. Staff or students who breach this policy will be disciplined in accordance with the appropriate policy.
 16. Grievances and complaints under this policy will be managed in accordance with the appropriate grievance policy.

4.0 DEFINITIONS

- **Alcohol** - for the purposes of this policy: a liquor/drink that has the potential to intoxicate drinkers and result in physical, psychological, or behavioural changes that may cause impaired performance.
- **Drugs** - are any substance that may result in physical, psychological, or behavioural changes that may cause impaired performance. These may be illicit drugs (drugs whose use is banned under law), drugs prescribed by a medical practitioner or drugs bought over-the-counter.
- **Third-Party Partner (TPP)** - an organisation, other than those included in the Scentia Group, providing education services to students on behalf of the Scentia Group or one of its subsidiaries, such as delivering a unit or a course.
- **Work or study-related event** - an event which, although not normally considered as 'work' or 'study' may well be considered as an extension of the workplace or learning environment. Such events may include:
 - team days or events attended on account of the individual's position within the Scentia Group or TPP;
 - events to which an individual is invited because they are a staff member or student of the Scentia Group or TPP; and
 - Christmas parties organised by the Scentia Group or TPP, or other similar gatherings throughout the year.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Student Diversity and Equity Policy
- Fair Work Act (2009)
- Health, Safety and First Aid in the Workplace Policy
- Privacy of Staff Information and Records
- Privacy of Student Information and Records Policy
- Staff Code of Conduct
- Staff Grievances Policy
- [State government alcohol laws](#)
- Student Code of Conduct Policy
- Student Grievances and Complaints Policy
- Third-Party Policy

- Work Health & Safety Act (2011)
- Work Related Social Events Policy

Note: This policy does not have a procedure.

6.0 POLICY OWNERSHIP

Policy Owner	Head of People and Culture
Status	Revised on July 2021
Approval Authority	Chief Executive Officer
Date of Approval	25/02/2022
Effective Date	25/02/2022
Implementation Owner	Head of People and Culture
Maintenance Owner	Head of People and Culture
Review Due	February 2025
Content Enquiries	Liz Douglas - Head of People and Culture Email: ldouglas@scentia.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C6.0	25/02/2022	Head of People and Culture	New proforma. Clauses re-written. Definitions and References increased. Staff, students, and Third-Party Partners more clearly discussed in clauses.