Drugs and Alcohol

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1 Introduction

1.1 Purpose

The purpose of this policy is to advise on which actions should be taken to prevent our community's health, safety and wellbeing being adversely affected by the misuse of drugs and/ or alcohol. This policy also details the consequences where failure to comply occurs.

1.2 Scope and Application

This policy applies to all colleagues of Ara Institute of Canterbury (Ara), as well as students and contractors.

The scope of this policy extends to permitting alcohol use only in exceptions approved by the Chief Executive (CE) or an expressly authorised delegate. This policy does not seek to limit the activities or responsibilities of our Visions and STARZ Restaurants where permitted under the terms of the Restaurant Liquor Licenses. Activities and behaviour at the Ara Student Accommodation will be managed using the Ōtautahi House Agreement and supporting rules. Agreed training partners may require students to undertake pre-enrolment and or random drug and alcohol testing as a condition of training provision.

1.3 Formal Delegations

As specified in the People and Culture delegation's schedule.

1.4 Definitions

a **Alcohol:** Refers to any beverage that contains ethyl alcohol including but not limited to beer, wine, pre-mix drinks and other spirits.

b **Colleague:** An employee of Ara includes permanent (full-time or part-time) and fixed-term employees.

c **Contractor:** Any person, other than an employee of Ara, engaged to perform services under a contract for service invoicing Ara for those services.

d **Drugs:** Illicit and restricted substances which have the potential to cause impairment, e.g. cannabis and hashish, opiates (such as heroin and morphine) cocaine, amphetamine type substances (speed, "P", ecstasy and party pills containing benzylpiperazine), synthetic THC, cathinone derivatives. The term also includes misuse of some prescription drugs (e.g. tranquillisers, sedatives) and other currently legal party pills and herbal highs. Other "mind altering" substances can be added to the testing suite as they become available and are misused.

e **Misconduct Procedures:** Includes APP301 Learner Rights and Responsibilities Policy and CPP208 Resolving Employee Performance or Conduct Issues Policy.

f **Worker:** Colleagues and contractors.

Related Ara Procedures (indicate if attached to policy or where they can be found) • CPP506a Drugs and Alcohol Management Procedures • Sustainability and Outdoor Education Programmes Safety Management Plan • CPP208a Staff complaints about staff process flowchart • CPP208b Staff complaint s about students process flowchart	**Related Ara Policies** • CPP211 Code of Professional Practice • CPP208 Resolving Employee Performance or Conduct Issues • APP301 Learner Responsibilities and Rights
Related Legislation or Other Documentation • Health & Safety at Work Act 2015 • Health and safety at work (Adventure activities) Regulations 2016 • Human Rights Act 1993 • Privacy Act 2020 • State Sector Act 1988 Part 7a	**Good Practice Guidelines** (indicate if attached to policy or where they can be found)
References • People and Culture delegations schedule	
Notes	

2 Principles

Ara is committed to creating a drug free and alcohol-controlled workplace to safely achieve its business objectives. This commitment –

- Promotes workers' wellbeing, health and safety
- Promotes student wellbeing, health and safety
- Creates a work environment where workers and students feel safe
- Ara accepts the responsible consumption of alcohol at approved functions
- Confirms a zero tolerance toward the misuse of drugs and alcohol in the workplace
- Recognises the importance of satisfying the client and providing quality service
- Improves business performance including management of business risk and associated costs
- Ara supports, where appropriate, the rehabilitation of staff and students seeking assistance
- To create a Workplace free from the misuse of drugs
- To ensure compliance with our legal and good employer obligations under New Zealand legislation

Ara will support its staff in achieving this goal through the following initiatives –

- **Education/ Training**
  The Drug and Alcohol Policy and procedures will be supported by educational material and training as required.

- **Post-Accident/ Incident Testing**
  Workers and students may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Serious incidents will result in mandatory testing at Ara's discretion.

- **Reasonable Cause Testing**
  Workers and students may be tested for the presence of drugs and/or alcohol where their actions, appearance, behaviour or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely.

- **Course related testing**
  Training involving some industry partners may require students to undertake and pass drug and alcohol testing, prior to and during training, as a condition of the enrolment process, eg New Zealand Certificate in Commercial Road Transport, (Heavy Vehicle Operator L3).

- **Misconduct**
  Workers or students observed misusing, selling, or supplying drugs and/or consuming unauthorised alcohol at work will be disciplined according to Ara misconduct procedures. Workers or students refusing to consent to undertake drug/alcohol testing will also be disciplined as above.

- **Rehabilitation**
  Ara may, on a case-by-case basis, assist with a Drug or Alcohol Rehabilitation Programme for colleagues and students voluntarily asking for assistance or testing positive for drugs and/or alcohol for the first time under this policy.

3 Associated procedures for Ara Corporate Policy on: Drugs and Alcohol

Contents:

3.1 Drug free and alcohol-controlled workplace
3.2 Drug testing AS/NZS 4308:2023
3.3 Alcohol testing
3.4 Medical Cannabis Use

3.1 Drug free and alcohol-controlled workplace

a Unless permitted in Ara's licensed restaurants and the student accommodation, alcohol can only be provided at an Ara function or on Ara's property with the prior approval of the Chief Executive or an expressly authorised delegate. This approval is conditional on the continual presence of a responsible manager, employer or host.

b The policy strictly prohibits –

i The misuse, sale, or supply of drugs and/or the unauthorised consumption of alcohol while on Ara property or at an Ara activity.

ii Any activity where the use of drugs or misuse of alcohol could bring Ara into disrepute.

iii Reporting to work or study under the adverse influence of drugs or alcohol.

iv Having any level of alcohol above 100 micrograms of alcohol per litre of breath. This is equivalent to zero alcohol tolerance.

v Having a urine level of drug and/or metabolite that exceeds the confirmatory concentrations in Table 2 of the Australian/New Zealand Standard, AS/NZS 4308:2023 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine" (14.3).

vi Having an unacceptable urine level of a drug of abuse (and/or its metabolite) which is not listed in Table 2 of AS/NZS 4308:2023.

vii Compromising or attempting to compromise the integrity of the urine specimen or the testing process.

3.2 Drug testing must be AS/NZS 4308:2023 compliant

Urine specimens shall be collected by a NZQA qualified collector qualified to collect urine specimens (US 25458) and conduct "on-site" drug screens (US 25511). The screen is conducted using an AS/NZS 4308:2023] verified "on-site" screening device or at an accredited screening laboratory. Dilution and other specimen integrity tests shall also be undertaken. Any specimen resulting in either a "not negative" screen for a drug class or an indication that the integrity is suspect will be forwarded to an accredited laboratory for confirmatory testing.

3.3 **Alcohol Testing**

Breath alcohol tests will be conducted using an Approved Testing Device which meets the Australian Standard: AS 3547:2019 “Breath Alcohol Testing devices for Personal use”. The threshold level will be the equivalent of zero alcohol tolerance, i.e. 100 micrograms of alcohol per litre of breath.

3.4 **Medical Cannabis Use**

Ara recognises that some workers or students may be prescribed medicinal cannabis under the Medicinal Cannabis Scheme. While such use is legal, individuals must still meet safety and fitness-for-duty requirements. Any non-negative drug test result due to prescribed medicinal cannabis will be reviewed in context, and appropriate risk management steps will be taken.