

Alcohol and Drug Abuse Policy and Guidelines

Chalmers University of Technology

In case of differences between the Swedish and English version of this document, the Swedish version will have preference.

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1. Alcohol and Drug Abuse Policy

Alcohol and Drug Abuse Policy

This Policy applies to employees, students and contractors/consultants at Chalmers.

An alcohol and drug-free workplace is a prerequisite for a good work environment. Work and study and alcohol and drugs do not go together. Chalmers cannot and will not condone employees or any other individuals working at Chalmers being under the influence of alcohol or drugs while on duty, or students during their studies at Chalmers.

At official functions, corporate entertainment, staff parties, dissertations and graduation ceremonies, if alcoholic beverages are being served, non-alcoholic beverages must also be available. Alcohol should always be served with restriction.

The general climate and attitude at Chalmers should promote and encourage open discussions about the approach to issues concerning alcohol and drug-related ill-health. An individual's alcohol consumption during leisure time should not impair safety, performance and welfare at the workplace.

Alcoholism is classified as a disease (WHO 1974).

Non-prescription use of addictive pharmaceuticals cannot and will not be tolerated.

Chalmers' definition of drugs coincides with the definition of illegal substances as stated in 8§ in the Penal Law on Narcotics.

This Policy aims to clarify Chalmers' position and the regulations that apply within the organization for dealing with the use and consumption of alcohol and other substances while working or studying. The intention is to ensure an alcohol and drug-free study and work environment for staff as well as students; a milieu that prevents ill-health as a consequence of alcohol or drug abuse. We must recognise and address any substance abuse problems. With these procedures and measure, Chalmers aims to create a safe, secure environment and a sense of confidence.

This Policy has been drawn up in consultation with HR organizations, the Student Union and representatives from various functions and faculties within Chalmers.

People with substance abuse problems exist everywhere throughout our society: our own work environment being no exception. Chalmers, like other colleges and universities, has developed guidelines for addressing alcohol and drug abuse issues at the University.

As an employer and university, Chalmers has a legal responsibility to promote a good work environment. All staff and students have a joint moral obligation to contribute towards this goal. It is our aim to achieve greater transparency in issues revolving around alcohol and drugs and adopt the approach that since we care about each other, we speak directly TO the individual who may have a problem, rather than about him/her.

2. Guidelines – Individuals working or studying while under the influence of alcohol or drugs

The line manager or the equivalent Head of the educational programme for the students is responsible for ensuring this Policy is observed. It is also the manager/Head's responsibility to ensure that all employees and students observe the Health and Safety Guidelines that exist. It is strictly forbidden to attend work/lectures while under the influence of alcohol and/or drugs, or to use or consume alcohol/drugs at the workplace while on duty or studying. An individual under the influence of alcohol or drugs constitutes a significant safety risk to themselves as well as their surroundings and must be escorted from the workplace in a quiet and non-intrusive manner.

Under the Swedish Work Environment Authority's stipulation AFS 1994:1 *Work adaptation and rehabilitation*, there should be procedures for dealing with work adaptation and rehabilitation in the event of abuse of alcohol or other intoxicating substance. Furthermore, the employer has a duty to make clear the internal rules and procedures that apply if an employee/student behaves in a manner that suggests he/she is under the influence of alcohol or other intoxicating substance while at work. The Swedish Work Environment Authority's stipulations also apply to students. Action programmes for work adaptation and rehabilitation can be found below in this document under the headings: Managing employees/students under the influence of alcohol or drugs. The line manager /Head is also obligated to implement the adaptation action for employees/students should the need arise. This also applies to substance abuse.

2.1 Guidelines – Functions and events under the auspices of Chalmers

2.1.1 Entertainment and parties held on Chalmers' premises

The Swedish Work Environment Authority's stipulations include responsibility for serving alcohol at parties and while entertaining in connection with work. The event organizer, who may be a Prefect/equivalent or a student, is responsible for obtaining the appropriate licence for the party to be held on Chalmers' premises. Entertainment events and parties should first and foremost be restricted to those premises intended for such purposes, or to premises specially adapted for the particular event.

When parties or other events are being organized on Chalmers' premises, internal authorisation is required, and in cases where alcohol will be sold, an external licence is also required. It is prohibited to consume alcohol at Chalmers without first obtaining the necessary licence or authorisation. The use of club facilities is regulated in the current disposal agreements. Internal authorisation to use common areas can be obtained from Chalmers Real Estate (Chalmersfastigheter), from the Prefect/equivalent in the case of the institution's own premises and from the Service Department in the case of premises in which undergraduate programmes are held.

All events to be held outside normal working hours must be reported to Chalmers Security Department (e-mail <chalmersvakten@adm.chalmers.se>) one day before the event, at the latest. If the event is being organized by students, the organizer must also notify the vice-chairman of the social unit of the Student Union yso@chs.chalmers.se and the booking services responsible for those premises used for undergraduate programmes via <8800@adm.chalmers.se>.

For parties where the host/organizer will be serving alcoholic beverages, no licence is required from the licensing authority. No licence is required if those attending will only be consuming alcoholic beverages they have brought with them. For the criteria for these as well as for further information; please refer to the Alcohol Act, Section 6, Paragraph 1. It is the party organizer (Prefect/equivalent) who decides if guests are allowed to drink alcoholic beverages brought for their personal consumption.

2.1.2 Parties held on Chalmers' premises at which alcohol will be sold

Under the Alcohol Act, the sale of alcoholic beverages is strictly forbidden without a licence, not even sale at cost price. Even a cover charge as payment for food and alcoholic beverages is considered selling, which is forbidden without a licence. This applies to all events regardless of the organizer. Chalmers has a very restrictive policy when renting out premises to employees and students acting in their capacity of private individuals.

Application for a licence must be submitted to the licensing authority - Tillståndsenheten vid Göteborgs Stad. <www.tillstandsenheten.goteborg.se> if you would like to sell alcohol at an event. In the case of the premises concerned having a permanent licence, the licence holder is responsible for serving alcohol. The vice-chairman of the social unit of the Student Union will help with student events. Please contact them via e-mail: yso@chs.chalmers.se

For the student sections' club premises, the terms as agreed in the disposal agreements established between Chalmers and the student section apply.

2.1.3 Entertainment and parties held on other premises

A large number of Chalmers employees and students often attend a variety of conferences and seminars, nationally as well as internationally, in the line of duty. Chalmers presumes that employees and students representing Chalmers behave appropriately in all respects.

Chalmers has a restrictive policy regarding the serving of alcohol in connection with e.g. entertainment and staff parties. Non-alcoholic drinks must always be available as an alternative to alcoholic beverages. Chalmers' general policy is to serve a maximum of two glasses of wine/beer per person. Only in exceptional cases, taking cultural customs into consideration, e.g. during visits from foreign guests, etc, may other liquor be included in the entertainment. After entertainment events, staff parties or similar functions, opened bottles or such containing alcohol may not be stored in public areas.

2.1.4 Gifts and lottery tickets

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It is inappropriate to present alcohol as a gift courtesy of Chalmers. It is also inappropriate to hold lotteries on behalf of Chalmers with spirit and/or wine as a prize.

3. Guidelines – Managing employees under the influence of alcohol or drugs

3.1 Assistance and support for colleagues with alcohol or drug abuse problems

The Prefect/equivalent at the institution/equivalent at which the person perceived to be under the influence of alcohol or drugs or as having alcohol or drug abuse problems is employed, is responsible for ensuring these Guidelines are observed, unless otherwise specifically stated below.

Chalmers cannot and will not condone anyone being under the influence of alcohol or other drugs while on duty. Should an employee be suspected of being under the influence of alcohol or drugs at the workplace, it is important that his/her line manager is informed. Keeping silent out of a sense of loyalty seldom helps an addict. Care about the person – even if it is perceived as interfering in matters that do not concern you. This may eventually help to break the employee's alcohol or drug habits.

3.2 Records

Already in the initial stage when abuse is only suspected, the line manager should begin keeping a record of, for instance, absences and patterns of behaviour that may be related to possible abuse. These records constitute an important basis for further work with action and rehabilitation.

These records should be stored/filed in the individual's personal files, kept with the HR Officer for the institution.

3.3 Support for managers

The manager is responsible for ensuring any alcohol problems are dealt with appropriately, in the best way. If the manager has alcohol problems, his or her immediate line manager must assume this responsibility.

For support in this work, the manager can call upon the HR Department and the Occupational Health Department. It is usually beneficial if there is yet another suitable person who can be present at the time of the interview between the employee and the manager. The aim of this meeting is not to diagnose the existence of a problem, but only to draw attention to the pattern of behaviour observed. When there is obvious suspicion of substance abuse, it is recommended to measure the level of alcohol in the breath exhaled or in the blood and/or carry out accredited drug testing for narcotics. These are primarily the responsibility of the Occupational Health Department. If an employee refuses to admit that an alcohol or addiction

problem exists, there is a risk of a conflict arising between Chalmers and the employee. If an employee refuses to submit to tests, the manager's assessment of the situation will be accepted. The interview will be followed by disciplinary action even though the manager and the employee are not in agreement. The manager's responsibility is to inform, show disapproval and offer professional assistance.

3.4 Suspension from active duty

It is always the immediate line manager who decides whether an employee is so affected by alcohol that it interferes with activities or impairs his/her ability to perform his/her duties or may constitute danger and therefore he/she needs to be temporarily suspended. If deemed necessary, contact the HR Department or the Work Environment/trade union representative.

The manager will, if necessary, arrange for someone suitable, e.g. a colleague, to take care of the employee being sent home or to a healthcare facility, if this applies, and will also ensure that the person appointed accompanies the individual.

- Inform the person being sent home to return to the workplace the next day.
- Any absence is reported in the usual manner.
- No salary will be paid for the day of suspension. Deduction will be according to sick pay regulations.
- Suspension from the workplace shall always be followed by a personal interview the very next day.
- Inform the relevant trade union organization of the disciplinary procedures.
- Keep a record of the events.

3.5 Initial action – a personal interview

The manager should acquire knowledge about alcohol abuse problems. Do not hesitate to contact someone who is on the list: Sources of help available to employees seeking assistance. Here advice and assistance are available prior to the first interview.

As soon as there is any indication of the existence of an alcohol or drug problem, the manager should have a personal interview with the employee. The next working day after a suspension, a personal interview must be held with the individual suspended. The aim of the interview is to assess the employee's need for assistance. The HR Department and, where appropriate, the Occupational Health Department may be contacted. If the employee so wishes, a representative from the Work Environment Department, the trade union organization or the Occupational Health Department may attend.

During the interview, the procedures to be taken and the assistance and support that Chalmers can offer are examined. A plan of supportive action is drawn up. One measure may be a diagnostic evaluation by an external consultant to identify the individual's alcohol and drug-related health problems.

If being under the influence of alcohol/drugs does not stem from substance abuse/dependency problems, the matter is to be treated in the usual way as serious misconduct and a verbal reprimand/caution is to be given (if the employee so wishes, with a trade union representative being present, otherwise, the trade union organization shall be informed).

An individual with alcohol problems usually suffers from poor self-esteem. He or she is vulnerable and fragile. Show respect for him or her, even if you must act firmly and with determination. Your attitude should never be perceived as taking the moral high ground.

3.5.1 Points to be considered and behaviour adopted during the interview

- Make sure that you are not disturbed
- Clarify the aim of the interview
- Speak in plain language
- Point out concrete instances and situations
- Mention your duty to intervene
- Avoid taking the moral high ground
- Discuss what may have led to any falling off of standards in work performance
- Provide concrete information about where mistakes have arisen
- Do not limit yourself to only negative criticism, give some positive input as well
- Pay attention to what is not being said (body language)
- Do not draw any hasty conclusions

Explain to the employee very carefully that the situation must change and decide a date for a follow-up discussion. Encourage the employee to actively seek help and inform him/her about the assistance available. See the list: Sources of help available to employees seeking assistance. Make it very clear that the employee is obligated to accept treatment and rehabilitation if they are considered necessary.

The manager, or the person duly appointed, is responsible for keeping a record of the interview.

The follow-up discussions will be more goal-orientated and should lead to concrete action.

- Try to get the employee to recognise he/she needs care intervention.
- Provide information about treatment and rehabilitation options.
- Come to an agreement about treatment.
- Keep a record of procedures and events.

Treat the employee as an individual who is in command of and responsible for his/her own action. No one else can change his/her behaviour.

When an employee recognises his/her need for care intervention and/or rehabilitation, an agreement should be made that includes supportive action. A support programme should also be drawn up together with the employee if the behaviour of substance abuse is repeated or if there is no noticeable improvement.

3.6 Examples of supportive action for those with alcohol or drug problems

The line manager must make an individual assessment for each person with regard to the choice of supportive action. Use a diagnostic evaluation which has mapped out the individual's alcohol and drug-related ill-health as a basis. Appropriate advisory bodies are

Chalmers' HR Department, the Occupational Health Department or other experts. See also the list: Sources of help available to employees seeking assistance and Chalmers' Guidelines for Rehabilitation. Examples of supportive action may be:

- Support discussions
- Motivational treatment/improved insight into disorder
- Medication combined with other action
- Treatment in out-patient care facilities
- Treatment at an in-patient facility
- Contact with relatives (on agreement)
- Changed/adapted work assignments for a short or long period
- Reassignment

It is important to motivate the employee to actively seek treatment and to complete the treatment started. An employee may also voluntarily take the initiative to seek help from his/her line manager, HR Officer or Occupational Health Department to address his/her alcohol and/or drug problems.

The employee should be informed that support is also available from the trade union organization.

3.7 Support programme / Agreed treatment plan

When the manager has decided which supportive action should be provided, an agreement is then made between the employee and the manager concerned about the treatment to be carried out. The manager must also come to an agreement with the employee as to whether the employer should assume some of the costs of the treatment: the HR Department at Chalmers should be consulted. The sooner abuse of alcohol or drugs is identified and addressed, the better the prognosis.

The support programme must be drawn up in writing and be valid for a maximum of 12 months at a time. Monitoring and follow-up should be done after 3, 6 and 9 months. Before a support programme for the employee is set up, the HR Department should be contacted. The support programme should specify the terms and conditions that apply; the supportive action to be initiated and the disciplinary procedures that can be taken if the programme is not followed.

The agreement may also include:

- alternative work assignments
- reassignment
- medical certificate from the first day
- contact person

If the employee so wishes, the manager must inform the trade union organization concerned about the agreement. If the agreement contains disciplinary procedures, the trade union organization must be informed.

Examples of terms and conditions of the support programme:

- Any absences from the workplace shall be reported directly to the contact person and a reason given.
- A medical certificate must be produced from the first day of absence. If this is not done, disciplinary procedures shall be initiated.

On completion of the support programme, a final meeting is held. The employee is then responsible for complying with Chalmers' Alcohol and Drug Abuse Policy and in this capacity has the possibility to maintain contact with the Occupational Health Department.

3.7.1 Examples of disciplinary procedures

Should the help and supportive action proposed in this treatment programme fail, or if an employee refuses to participate in the care intervention or rehabilitation work, disciplinary procedures can be enforced by Chalmers. These procedures call for negotiation with the trade union organization concerned. Such procedures may be initiated only after contact with the HR Department.

Procedures may be:

- verbal reprimand
- caution
- reassignment
- termination/dismissal

A decision regarding disciplinary procedures other than termination/dismissal is the responsibility of the Prefect/equivalent.

3.7.2 Suspension from active duty

An employee who behaves as though under the influence of alcohol or other drugs at the workplace may be temporarily "suspended from active duty" if this is deemed necessary to avoid danger or to maintain order in the workplace. The right to apply this action is based on the Swedish Work Environment Act and other labour legislation/agreements.

Reassigning an employee with drug abuse problems is rarely a solution. As a general rule alcohol/drug abuse is usually not grounds for dismissal.

4. Guidelines - Managing students under the influence of alcohol or drugs

4.1 Assistance and support for students with alcohol or drug abuse problems

The Head of the programme, for which a student perceived as being under the influence or as abusing alcohol or drugs is registered, is responsible for ensuring these Guidelines are adhered to, unless otherwise specifically stated below.

The University will not condone anyone being under the influence of alcohol or other substances in connection with activities organized by the University or when on an internship arranged within the educational programme. If a student is suspected of being under the influence of alcohol or drugs, it is important that the individual responsible for the educational programme, the Head, Chalmers counsellor or the student ombudsman is notified. Keeping silent out of a sense of loyalty seldom helps an addict. Care about the person – even if it is perceived as interfering in matters that do not concern you. This may eventually help to break the student's alcohol or drug habits. Acknowledge that the person is there and that they need help.

4.2 Support for Heads of educational programmes

Together with the student, the Head has compassionate responsibility for ensuring the student's suspected alcohol abuse is dealt with appropriately in the best way. Although there are support functions, it is the Head who is responsible for addressing the student's substance abuse problems.

For support in this work, the Head has, first and foremost, the services of a Chalmers counsellor at his/her disposal to help conduct the interview with the student. It is usually beneficial if there is yet another suitable person who can be present at the time of the interview between the student and the Head. The aim of this meeting is not to diagnose the existence of a problem, but only to draw attention to the pattern of behaviour observed. The student is always entitled to voluntarily submit to an alcohol or drug test to remove any suspicion. This is primarily carried out by the Student Health Care with which Chalmers has an agreement. The counsellor or the person appointed by him/her shall set up an action plan for the student and the student must be offered some contact for an examination at the Student Health Care, in the event of collaboration with healthcare facilities for addicts.

The student may also voluntarily seek assistance with the Chalmers counsellor or Student Health Care to address his/her alcohol habits.

4.3 Suspension

The lecturer is the one who decides whether a student is so affected by alcohol or drugs that it interferes with normal activities or may constitute a danger and therefore needs to be temporarily expelled. The lecturer should consult, as appropriate, a Chalmers counsellor, the

Student Union's chairman of the social unit or the student ombudsman about the actual expulsion procedures. The lecturer should, if necessary, arrange for someone suitable, e.g. a student guidance officer or a fellow student, to take care of the individual being sent home and should also ensure that the person appointed accompanies the student.

If the expulsion or other request is not obeyed, the lecturer may, in an emergency situation, dismiss the class, ending the lesson.

When a student is being expelled from classes, the lecturer should:

- encourage the person being sent home to return to Chalmers the following day. Arrange for the student to meet a Chalmers counsellor
- inform the Head of the educational programme and the student ombudsman about the action taken and
- inform a Chalmers counsellor who must keep a record of the event.

4.4 Initial action - a personal interview

The Head shall, as soon as possible, preferably the day after suspension or the next study day, have a personal interview with the student expelled. The aim of the interview is to assess whether or not the student needs assistance. If the student so wishes, a Chalmers counsellor, student guidance officer, a student ombudsman and/or representative from Student Health Care/Student Union may attend. Indication of alcohol or drug abuse must always be followed by an interview with the student suspected of having the problem. The Head of the educational programme is responsible for ensuring the interview is conducted and can call upon a Chalmers counsellor for help and advice. During the interview, the procedures to be taken and the assistance and support that Chalmers can offer are discussed. A new appointment is decided and the Student Health Care may be contacted if there is to be any further action. Examples of supportive action are:

- Support discussions
- Motivational treatment/improved insight into disorder
- Medication combined with other action
- Treatment in out-patient care facilities
- Treatment at an in-patient facility
- Contact with relatives (on agreement)

Should the Head come to the conclusion after the interview that the incident was not habitual; the Head should respectfully discourage the student from repeating such behaviour in the future. In your role as Head of the programme you must explain carefully to the student that the situation must change and decide a date for a follow-up discussion. Inform the student of the support options available. For each student, an individual assessment of the choice of action needs to be made. Conclude the meeting by making a new appointment with the student and determining the strategy for the next discussion. Please refer to the list: Sources of help available to students seeking assistance.

It is important that the student realises that the University's position is that studies and alcohol and drugs do not go together. It is important to encourage and motivate the student to actively

seek help for his/her substance abuse problems. Also clarify Chalmers' Policy and explain the disciplinary action that can be taken if, for instance, there is a breach of law and order regulations. (See the Disciplinary Code.)

The Head, or the person duly appointed, is responsible for keeping a record of the interview.

4.5 Follow-up discussions

If further discussions are required, they should be carried out by a Chalmers counsellor or person duly appointed. Discussions with the student should be well planned and prepared and take place shortly after the first interview. The follow-up discussions shall be goal-orientated and should lead to concrete action. The student shall be treated as an individual who is in command of and responsible for his/her own action. No one else can change his/her behaviour. If the student so wishes, the student ombudsman and/or a representative from the Student Health Care/Student Union may attend. When a student expresses a need for care intervention or rehabilitation, Chalmers should help the student get in touch with social services for assistance with supportive action.

The Chalmers counsellor or the person duly appointed, shall keep a record of the interview and assess the student's need for further discussion meetings.

5. Preventive work, training courses

The general climate and attitude at Chalmers should promote and encourage open discussions about the approach to issues concerning alcohol and drug-related ill-health. Supervisors, all managers and other key staff shall complete special training courses on a regular basis in order to ensure they have the necessary skills to identify substance abuse problems and to act in conformance with this Action Programme. All employees must understand the difference between use, abuse and dependence.

When being introduced to the institution/department, newly recruited employees shall be given information about the current Policy and Action Programme. When planning information and training events at institutions/equivalent, the Human Resources Department can offer a suitable training course. The manager is responsible for ensuring this is implemented.

At the beginning of their studies, all new students shall be given information about the current Policy. The training course should provide an opportunity for them to reflect over their own attitude towards alcohol. The training course and the Policy should also be given to student support persons as part of their preparation. Students should be given the opportunity to process their attitude to alcohol so that they can make informed, healthy choices, both as adolescents and as adults.