

Hauraki Primary School  
Policy Document

**Drug and Alcohol**

**Rationale:**

The use of alcohol or non-prescription drugs while working will not be tolerated for any Hauraki School employees.

**Purpose:**

- To provide a secure and safe working environment for all employees and contractors.

**Guidelines:**

**When at work**

- 1) Hauraki School will not allow any employee to report to work in such a condition that the employee is unable to perform his/her duties properly or safely. An individual who attempts to function while under the influence of drugs or alcohol risks their own safety and the safety of others.
- 2) Where the health or safety of an individual is endangered, the principal may choose to remove an employee from the work place.
- 3) Any employee found to be under the influence of alcohol or non-prescription drugs will be subject to the disciplinary procedures for misconduct.
- 4) If an employee suspects that prescription drugs may affect/be affecting his or her work performance, the principal should be notified as soon as possible.
- 5) Any employee who brings or consumes non-prescribed drugs or intoxicating liquors onto school premises without management's consent will be subject to the disciplinary procedures for serious misconduct.

**Special Occasions**

- 6) The presence of alcohol is acceptable at social occasions when authorized by management.

**Contractors**

- 7) It is unacceptable for any person contracted to provide a service for Hauraki School to be affected by alcohol or non prescription drugs while working on Hauraki School's worksite.
- 8) If a contractor suspects that prescription drugs may affect/be affecting his or her work performance, he/she must notify their Hauraki school representative as soon as possible.
- 9) If a contractor's behaviour on a Hauraki school worksite is found to be unsafe, they may be removed from the workplace so as not to endanger their own safety and the safety of others.
- 10) Any disciplinary action will be subject to the terms and conditions outlined in their contract with Hauraki school.

Signed: 

Date: 17 June 2019.

**Chairperson of Board of Trustees**

**Review Date:** Term 2, 2022.