



MINISTRY OF EDUCATION



ISO 9001:2008 CERTIFIED

SIAYA INSTITUTE OF TECHNOLOGY

Alcohol, Drug & Substance Abuse Policy

2022

FOREWARD

Siaya institute of technology is a government tertiary institution for training middle level technical manpower in various fields. The institute was established in December 1986 and is registered as an educational institute under the education act chapter 211, laws of Kenya.

Alcohol, Substance and Drug Abuse affects all spheres of society regardless of gender, age, academic level, income, religious affiliation or geographical location. However, one of the areas that suffer when an individual is affected by alcohol or drug abuse is work productivity.

This Policy has been necessitated by the challenges posed by alcohol or/and drug abuse generally and more specifically its impact in the Institute operations. SIT aims of this policy at the work place shall be to prevent ADA among trainers, trainees and also provide awareness, counselling and rehabilitation where needed without discrimination.

The policy shall be part of the Institute's general occupational health and safety strategy and shall be implemented and updated as and when need arises.

A handwritten signature in black ink, appearing to read 'Daniel O. Randa', is written over a horizontal blue line. The signature is stylized and cursive.

Daniel O. Randa
Principal

LIST OF ABBREVIATIONS

ADA	:	Alcohol and drug abuse
ADSA	:	Alcohol Drug and Substance Abuse
GoK	:	Government of Kenya
M&E	:	Monitoring and Evaluation
MoH	:	Ministry of Health
NACADA	:	National Authority for the Campaign against Alcohol and Drug Abuse
SIT	:	Siaya Institute of Technology

DEFINITION OF TERMS

The following are the definitions of terms as they apply to this ADSA Policy.

Abuse	Use to bad effect or for a bad purpose.
Addict	A person with substance use disorders who continues using alcohol or other drugs despite their detrimental effects and has impaired control over the use of that drug. He/she is preoccupied with drug use for non-therapeutic purposes.
Alcohol	A substance taken/drank to infuse drunkenness
Alcohol abuse	Includes consuming alcohol whilst on duty, being at the workplace while under the influence of alcohol, and being incapable of effectively performing duties due to intoxication.
Aftercare	The provision of services to persons in the period after formal counselling, treatment and rehabilitation, in order to assist them during a period of adjustment to independent functioning within the community.
Confidentiality	The right of every person, employee or job applicant to have his/her medical or other information, including alcohol or drug use status, being kept secret
Counselling	Is a professional relationship that empowers diverse individuals, families and groups to accomplish mental health, wellness, education and career goals
Drug	A medicinal or natural substance causing addiction
Drug Abuse	Refers to consumption of illegal drugs or the unintended use of legal ones.
Dependence	unable to do without (in this instance alcohol or drugs)
Drunkenness	When rendered incapable by alcohol/drug substance.
Early detection	Mechanisms for diagnosing the onset of an individual's consumption of alcohol and other drugs before substance use disorder develop.

Employee	This is any person, excluding external customers who works in the TVET institution
Education and Awareness Programme	A programme undertaken by the TVET institution to educate and make employees and students aware of the consequences of substance abuse.
Influence	Affected by alcohol drink.
Premises	Includes any building (workshop, laboratory), vehicles, vessel or aircraft.
Rehabilitation Workplace	Restore to normal life by training after dependency. Occupational settings, stations and places where the Institute's staff members are officially engaged to implement the Institute's mandate.

VISION

A Market Leader in the Provision of Top-Notch Training, Research and Innovation.

MISSION

To Produce Competent Human Resource for Sustainable Development.

CORE VALUES

Creativity

Integrity.

Professionalism

Social Responsibility

Team Work

Equity

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INTRODUCTION AND BACKGROUND INFORMATION

Overview

Siaya Institute of Technology (SIT) is a Government Institution under the Ministry of Education. It is situated in Siaya town, along the Siaya- Ugunja Road on a 40-acre piece of land, just after the Siaya County Referral Hospital. It was established in 1987 by the District Development Committee (DDC) Siaya, as a community initiative, to train students in Masonry, Plumbing, Agriculture and Business courses.

Over the years, the Institute has had to invest in infrastructural development to meet the demands of an ever-increasing student population, rapid technological advancement and changes in TVET subsector reforms and market trends.

1.1 Background:

Alcohol and drug abuse in the workplace has the potential to negatively affect the health, safety, productivity and performance of employees, in this case, trainers and non-teaching staff and trainees. Therefore the wellbeing of working community is paramount. Although substance and drug abuse happens in the context of family and the wider society, the workplace offers a chance for early detection, intervention and psycho-social support for employees. Consequently this benefits the employer, the family and the community at large.

1.3 Guiding Principles

This Policy is guided by the following principles:

- i. **Awareness creation:** All employees and trainees have a right to impartial information and education on the influence of alcohol, drug and substance abuse on their health, job and family.
- ii. **Access to treatment:** All trainees and employees who have challenges related to alcohol, drugs and substance will be treated consistently and fairly in line with this policy.
- iii. **Endeavoring to make the Institute a drug free environment:** All the SIT Community have a responsibility to make the environment drug free
- iv. **Respect to the right of confidentiality.** All matters concerning alcohol and drugs shall be treated as confidential.
- v. **Treatment of ADSA:** Recognition of the fact that alcohol, drug and substance abuse are treatable problems.

- vi. **Disclosure:** Employees and trainees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.

1.4: Aim of the Policy

- i. Creation of awareness on the challenges of ADSA
- ii. Address issue of preventive education
- iii. Referral for treatment and rehabilitation
- iv. Psycho-social support
- v. Acquisition and dissemination of behavior change materials
- vi. Minimization of denial and stigma associated with alcohol and drug dependence
- vii. Customizing targets for prevention and control of alcohol and drug abuse to specific areas of the institutions operations and risk levels.

1.5 Target Group

The Board of Governors, Administration staff, trainers and support staff and trainees. This policy shall be applied among all staff and trainees in the institution with equity and without any discrimination as defined in Labour Relations Bill (2220&. Labour institutions Act (2007), Employment Act Cap 226 and Education Act – Cap 211.

SITUATIONAL ANALYSIS

Results from a baseline survey. More than two thirds of the employees were currently married, 109 (67.5%). More than two thirds of the employees had used alcohol or drugs of abuse at least once in the past for non-medical use. There was a significant relationship between alcoholism and problems at work, $p = \text{value } (0.009^*)$. There was a significant relationship between alcohol consumption and family/home problems, $p -\text{value } (0.009^*)$, and work problems $p\text{-value } (0.003^*)$. In conclusion, the prevalence of alcohol abuse was high, while the prevalence of abuse of other drugs were very low. The study recommends, Sensitization and outreach activities to reduce the prevalence of ADA among employees, improve messaging and communication on ADA issues, and come up with ADA management program to support victims and their families.

4.1 prevalence of drug and substance abuse.

A. Lifetime usage

Lifetime usage of alcohol and prescription drugs was high, while life time usage of, *tobacco*, miraa/ khat, cannabis/ marijuana, heroin and cocaine were much lower.

B. Current usage

Current usage of alcohol and prescription drugs was high, while life time usage of, tobacco, miraa/ khat, cannabis/ marijuana, heroin and cocaine were much lower.

4.2 Effects of alcohol and drug abuse among employees

From the baseline study, the effects of alcohol and drug abuse in the institution was established as ; absenteeism from work, lateness to work, trouble at work, receiving a warning from the supervisor, trouble with family members and sickness from alcoholism

4.3 Measures taken by the organization to address alcohol and drug abuse problem in the workplace

Measures taken by the institution to address alcohol and drug abuse include: a workplace ADA policy and guidance and counselling services for the victims.

4.5 Recommendations

The following recommendations among others can be drawn from the summary and conclusions of the study: Sensitization and outreach activities to reduce the prevalence of ADA among employees.

There is need for institution administrators to strengthen the guidance and counselling departments and to ensure privacy so that trainees may seek advice, and also to employ a fulltime counsellor in the institution.

There was significant relationship between current use of alcohol with all the background characteristics, male trainees were more likely to use alcohol as opposed to female trainees p -value 0.00, trainees who were married were likely to consume alcohol compared to the single, and module 2 trainees were more likely to consume alcohol, while module one were least likely to consume alcohol p- value 0.002. Trainees aged 25 years and above were more likely to consume alcohol as compared to those ages below 25 years

Most trainees were aware of activities undertaken by SIT to address ADA problem 167(51.2%). Factors that influenced ADA among trainees included: Peer pressure, Stress, Self-Medication, stress due relationship breakup, frequent alcohol consumption over time, drinking to cope, availability of many pubs around the school, freedom, laxity in college programs, problems from home Alcohol and substance abuse led to increases challenges related to the trainees well-being and health, absenteeism from the college, sickness from alcoholism, increased risk of injury and premature death from interpersonal violence, road accidents, risky sexual behaviors, unintended pregnancies, addiction, diseases such as acquired immune deficiency syndrome (AIDS) as well as severe academic problems. The study concludes that prevention of alcohol, drugs and substance abuse among trainees requires awareness creation on the risk factors

3.0 POLICY STATEMENT

Siaya Institute of Technology is committed to creating and supporting alcohol and drug free environment that enhance maximization of SIT community potential

4.0 RATIONALE FOR ALCOHOL AND DRUGS POLICY

The effect of alcohol and drugs on the employees' health, safety and work performance can jeopardize productivity and curtail competitiveness. Effectively implemented ADA prevention and management policy offers employers a chance for early identification, intervention and support for employees and trainees with substance use disorders (SUDs). This consequently benefits the employer, employee, trainee, the family and the community at large. The policy shall outline the basis for prevention and dealing with alcohol and drug abuse issues within SIT.

5.0 Legal and policy framework for alcohol and drug abuse control in Kenya

The policy shall outline the applicable legal instruments and institutional policies for alcohol and drug abuse control. This includes The Narcotic Drugs and Psychotropic Substances (Control) Act 1994; Tobacco Control Act, 2007; Proceeds of Crime and Anti-Money Laundering Act, 2009; and The Alcoholic Drinks Control Act, 2010. Other relevant laws in the control of alcohol and drugs in Kenya include Employment Act, 2007, Chapter 226; Pharmacy and Poisons Act (Cap 244); Food Drugs and Chemical Substances Act (Cap 254); Standards ADA Policy Development Guidelines 2021-2022 Act (Cap 496); The Public Health Act (Cap 242); and the National Authority for the Campaign against Alcohol and Drug Abuse (NACADA) Act, 2012.,

6.0 Objectives of the policy

- i. Prevention of alcohol and drug abuse problems affecting the staff and trainees at SIT;
- ii. Identification and management of alcohol and drug abuse issues at the earliest stage;
- iii. Protection of the health, safety and welfare of staff and trainees at SIT; by offering support for persons with substance use disorders and related problems

7.0 Scope /applicability

This Policy applies to:

- i. All trainers;
- ii. All trainees; and
- iii. Those providing services within the institute (customers, suppliers, consultants, BOG and the SIT community at large

8.0 Rules and Regulations on Alcohol and Drugs

The following regulations shall apply all times to all staff and students in the institution:

- i. The consumption of the possession with permission of any intoxicating substance, excluding prescription medication and then only when certified by a medical practitioner, is prohibited by the provision of this policy.
- ii. No employee or student who is drunk and whose alcohol level in his/her blood with a concentration above the limit permissible (limit being 0.00) shall be allowed to commence or continue with his/her work or studies.
- iii. No employee shall be allowed to drive an institution vehicle, operate any machinery, maintain/repair vehicles and / or machinery or perform any duty after consumption of any intoxicating substance.
- iv. No student shall be allowed to learn or undertake any learning course within institution premises, be they workshops, laboratories or otherwise after consumption of any intoxicating substance.
- v. No drugs shall be allowed on the premises of the TVET institution. The only exception is where the medicines were supplied to the employee on prescription by a registered medical practitioner and are taken in accordance with the prescription. The other exception is where a student receives such drugs in accordance to official medical prescriptions.
- vi. The TVET institution shall only allow employees or students taking such medicines to perform duties or learn respectively at the workplace if the side effects of such medicines do not constitute a threat to the health or safety of the employee or student concerned or other persons at such workplace.
- vii. Any employee or student found to be under the influence of drugs may not enter or remain on the premises of the TVET institution and shall be liable for disciplinary action.

9.0 Measures to prohibit or restrict availability of alcohol and drugs at the workplace

The policy shall outline measures to be put in place to restrict availability of legal substances and prohibit illegal drugs and substances. The policy shall outline measures to be put in place to restrict availability of legal substances and prohibit illegal drugs and substances.

9.1 Restriction on Legal Drugs

The policy shall require employees to report to the workplace free from the influence of alcohol and drugs. The employer should consider restricting access and availability of alcohol through possession, consumption and sale of alcohol at the workplace including canteens, cafeteria, dining and recreation areas. In place of alcoholic beverages, the employer will ensure that non-alcoholic beverages including water are made available in appropriate and convenient locations. Employees

taking medications that may affect their work performance should report to the supervisor before beginning work for appropriate mechanism to mitigate the effects.

9.2 Prohibition of illegal drugs and substances

The policy shall prohibit use, possession and handling of any drugs and substances and their paraphernalia that are classified as illegal by law. It shall also provide for the right to conduct searches at the workplace for purposes of determining whether this section of the policy has been violated. If an employee violates this section of the policy, he or she may be subject to disciplinary action, including prosecution and termination. The management shall commit to create awareness to the employees on the criminal nature of handling, trading in, or using such drugs and the consequences

9.3 Payment in kind

The policy shall prohibit payment of any wages in the form of alcohol or drugs. It should also prohibit giving alcohol or drugs as a form of reward to employees or alcohol on credit.

9.4 Advertisement of alcohol and drugs at the workplace

The policy shall prohibit advertisement of alcohol and drugs at the workplace. It may also make provision to restrict wearing attire or using accessories that may be considered to be promoting use of alcohol or any other drugs of abuse at the workplace.

10.0 Establishment of structures to coordinate matters relating to prevention and management of ADA

The policy shall provide a mechanism to operationalize the alcohol and drug abuse prevention committee or unit. The committee or unit shall constitute at least six members headed by an officer respected by management and employees. Members include Human Resource Manager, Trade Union Representative (where applicable), Health and Safety Representative, representatives from middle and upper management. The members should serve for at least three years.

The Role of the ADA Prevention and Management Committee

The overall responsibility of the committee is coordinating the program including:

- a) Development of annual work plan;
- b) Implementation of prevention programs;

- c) Sensitization and training on matters pertaining alcohol and drugs in collaboration with NACADA;
- d) Identifying prevention priorities, interests and needs of staff;
- e) Dissemination of relevant information, education and communication (IEC) materials;
- f) Advising management on effective approaches of dealing with ADA concerns;
- g) Facilitate for early identification, and referrals to treatment, support and re-integration of employees with substance use disorders (SUDs)
- h) Periodic review of the ADA policies within the institution;
- i) Monitoring, evaluating and reporting on the progress to management and NACADA.

11.0 Prevention of ADA related problems in the workplace

The management shall commit to train committee members and create awareness through sensitizations.

This will include but not limited to:

- development and distribution of information, education and communication (IEC) materials to suit the needs of the institution;
- training for supervisors and managers to facilitate identification of individuals with SUDs;
- Training for all employees on workplace prevention.
- sensitizations on situation of ADA at your specific workplace; stress management; reduction of workplace stressors; addiction and mental health; negative effects of alcohol and drug abuse; employee assistance programs; parenting programs for ADA prevention.

12.0 Early identification and referral for treatment of persons with ADA related problems

The management shall commit to put in place mechanisms for early identification and encourage employees to undergo assessment/screening if they have alcohol or drug related problems. The options for identification of ADA problems shall include but not be limited to:

- a) Self-assessment by the employee,
- b) Informal identification by colleagues, friends or family members and
- c) Formal identification by supervisors

Practice and procedures. It should provide for a statement on how an employee identified with alcohol or drug related problem will be assisted.

access to information related to identification of persons with alcohol or drug related problems is limited only to authorized people and is maintained under strict confidentiality by all those involved in accordance with principles of medical ethics and the laws of Kenya.

13.0 Management of SUDs and other health related issues

The management shall commit itself to operationalize an Employee Assistance Program (EAP) and/ or Employee Wellness Program (EWP) for management of substance use disorders and other related issues. It should also provide those employees with SUDs should not be discriminated against and should access healthcare services similar to employees with other health problems.

13.1 Referral system for treatment

The policy shall outline a referral system for employees identified with SUDs and other related issues for counseling, treatment and rehabilitation. It may be important to indicate that assessment and treatment will be done in partnership with relevant service providers.

13.2 Treatment and rehabilitation

The management shall commit to provide resources for counseling, treatment and rehabilitation both in-and-out patient services for employees with SUDs. This may include having treatment and rehabilitation services covered in their medical insurance scheme/fund as well as National Hospital Insurance Fund (NHIF).

The management shall commit itself to meet the full cost of treatment and rehabilitation at least once. An employee with SUD should be accorded at least 3 opportunities prior to disciplinary measures taking effect. It should also provide modalities for relapse prevention and management. People on treatment should have similar employee benefits in accordance with Kenyan law and practice. The policy should further specify the circumstances that would lead to disciplinary measures, including dismissal, as a result of alcohol and drug abuse related problems.

13.3 Re-integration, aftercare and relapse management

13.3.1 Re-integration and aftercare, job security and promotion

The policy shall provide modalities for re-integrating of employees who have completed treatment. This may entail proper placement, and where reasonably practicable, avoid exposing the employee in recovery to a working situation similar to that which, in the past, may have led to such problems. For effective re-integration into the workplace, the employee should be placed under a supervisor trained on ADA management. Linkages to aftercare programs should be provided.

Employees recovering from SUDs shall not be discriminated against and will enjoy job security and opportunity for career development and advancement.

13.3.2 Support system

The policy shall provide a framework to support employees in recovery from alcohol and drug-related problems. This may include identifying professional services which specialize in psychosocial support such as Alcoholics Anonymous (AA), Narcotics Anonymous (NA). Institutions may consider developing a Peer Support Programme composed of employees trained on peer-to-peer education to support colleagues in recovery from ADA-related problems.

14.0 Policy implementation

It is necessary to sensitize all employees to understand ADA related issues at the workplace and their responsibilities. The policy should also explicitly state the roles and functions of all involved in alcohol and drug abuse prevention, early identification and management. These may include **top management, ADA Committee, Human Resource Management and the employees**. It should also indicate when the policy will be subjected to review.

15.0 Monitor, evaluate and report on the progress.

The policy shall provide mechanisms for continuous monitoring of its implementation as well as evaluating the quality of workplace programs. It may include undertaking periodic assessments to determine the status of alcohol and drugs in the institution.

Monitoring and evaluation shall focus on the following indicators among others:

- Type of problems manifested;
- Percentage of employees using and abusing alcohol and other substances;

- Percentage of employees trained and/or sensitized on ADA;
- Percentage of employees who have quit alcohol and drug abuse;
- Proportion of employees in need of treatment and rehabilitation;
- Proportion that has actually been taken for treatment and rehabilitation;

ADA Policy Development Guidelines 2021-2022

- Number of staff utilizing the support systems provided;
- Number of staff who are aware of the consequences of ADA;
- Number of counselors (where applicable) and/or peer educators trained in workplace prevention;
- The cost-benefit analysis of prevention at the workplace.

16.0 Budget Allocation

The management shall commit to set an annual budget for implementation of this policy.

INSTITUTION COMMITTEE FOR THE IMPLEMENTATION OF THIS POLICY

There shall be a committee responsible for administering this policy. The constitution and responsibility of such committee shall as follows:

- i. The committee shall constitute six members, Principal (chair), Deputy Principal (Vice chair), Drug and alcohol abuse officer (Secretary), institution clinician (ex-officio member) and two members drawn from HoDs.
- ii. Undertake sessions by consulting and involving stakeholders (when necessary and possible) from time to time to review this policy.
- iii. Implement this policy in regard to all provisions stated there-in and in accordance to the provisions set forth in the Labour Relations Bill (2007), Labour Institutions Act (2007). Employment Act Cap 226 and Education act Cap 211.
- iv. In all matters appertaining to the implementation of this policy, this committee shall be in charge except where action is needed by other parties as stated in the law of the GoK.

ISSUES, STRATEGIES AND ACTIVITIES FOR THIS POLICY

The following issues, strategies and activities have been identified as pertinent to this policy:

Issue 1: Awareness

Strategy: Promote awareness about the dangers posed by alcohol and drug (substance) abuse

- Activities 1:** Develop and disseminate information on alcohol and drug (substance) abuse.
- 2: Sensitize staff and students on the dangers of alcohol and drug (substance) abuse.

Issue 2: Prevalence

Strategy: Reduce or mitigate against alcohol and drug (substance) abuse

- 1: Conduct guidance and Counseling
- 2: Test suspected staff members and students for intoxication.
- 3: Advice on the treatment of those who are found to abusing alcohol and drugs
- 4: Conduct surveys to know the level of alcohol and drug (substance) abuse

5: Implement interventions realized from the survey.

Issue 3: Source

Strategy: Combat access to the source

Activities 1: vigilantly block to the source
2: Sensitize staff and students.

Issue 4: Influence

Strategy: Enhance education on the consequences alcohol and drug (substance) abuse.

Activities: Sensitize staff and students

Issue 5: Abuse

Strategy: Enhance education on the abuse of alcohol and drug (Substance)

Activities: Sensitize staff and students

POLICY ON ALCOHOL AND DRUGS (SUBSTANCE)

TESTING FOR ALCOHOL AND DRUGS/INTOXICATION AND SEARCHES

The following regulations shall apply in all matters dealing with testing for alcohol and drugs (substances) intoxication and researches:

- i. Only TVET institution Management reserves the right to engage Government officials who have been duly authorized or delegated to carry out testing.
- ii. Where there is a reasonable suspicion that an employee or student is under the influence of an intoxicating substance, a test shall be carried out. Should an employee be found to be intoxicated such a person shall be instructed to leave the workplace/premises and the disciplinary process shall be invoked. Should a student be found to be intoxicated such a student shall be disciplined in accordance to laid down procedure.
- iii. Where an employee or student unreasonably refuses to consent to any form of testing it could lead to the conclusion that he/she is under the influence of an intoxicating substance and suspension and disciplinary action shall follow.
- iv. Where there is suspicion that an employee or student is dependent on the use of drugs, testing shall be undertaken by a registered medical practitioner. The cost of such a test shall be borne by the employee or parents respectively.
- v. Before an employee or student is tested, an explanation shall be given as to why the testing needs to be done and also the consequences of a positive test shall be explained.
- vi. Testing shall take place under specific circumstances and when certain behavior is displayed. In such instances it shall be required that two employees, of whom one is supervisor, have agree on the condition of the suspected employee. In the case of

students, their parents shall be informed in advance and testing shall commence as soon as both parties agree. If the parents decline the test for their son or daughter, the institution shall allow the due process in handling the matter.

- vii. A behavioral and physical characteristics checklist shall be provided to assist supervisors to identify employees or students who are suspected to under the influence of an intoxicating substance.
- viii. Testing for abuse of substances may be done immediately following any observable incident.
- ix. The TVET institution shall advice on the commensurate rehabilitation, guidance and counseling or any other action necessary.
- x. Failure by the employee to comply with, or respond to rehabilitation, guidance and counseling or any other action shall result in the TVET institution taking up the matter with Teachers Service Commission and in accordance to laid down rules.
- xi. Failure by the student to comply with or respond to rehabilitation, guidance and counseling and any other course of action shall result into further action in accordance to institution regulations dealing discipline.
- xii. An employee identified to be intoxicated shall be immediately suspended for the remainder of his/her shift with the instruction that he/she should report for duty the following day and the disciplinary procedure shall apply accordingly. In the same regard, a student found to intoxicated shall be immediately suspended to bring his/her parents awaiting further action.

SEARCHES

Searches may be conducted when there is a suspicion and /or a situation of disputed possession of a substance abuse. No consent is necessary for a specific search. Any substance of abuse found on the employee or student shall be confiscated and be submitted as proof of possession.

In order to ascertain possession of a substance of abuse by an employee, the management of the TVET institution shall request for such searches to be conducted by the government authority.

All searches appertaining to students shall be conducted in accordance to regulations and procedures laid down by the institution.

REHABILITATION AND EDUCATION

The TVET institute recognizes substance abuse, involving alcohol and/or drugs as a treatable condition. Rehabilitation covers a wide range of treatment options, depending on the nature and severity of the problem and it may range from counseling sessions to hospitalization and in/out patient treatment.

The following regulations shall apply in all matters of rehabilitation:

- i. TVET workplace and learning environment confidentiality plays a key role in the rehabilitation process.
- ii. All medical information shall be protected and treated as confidential.
- iii. Release of information shall be in accordance with signed authorization by the institution.
- iv. Those employees and students identified as possibly dependent on alcohol and/or drugs shall be referred by the institution for assessment and possible referral for a rehabilitation programme in accordance to procedure.
- v. Employees and students who have been placed on a rehabilitation programme shall not be victimized, but should they abuse the scheme, the rehabilitation shall be terminated.
- vi. Where an employee or student is treated in a rehabilitation process the matter shall be treated confidentially between the institution management and the employee.

HELPING EMPLOYEES AND STUDENTS TO HELP THEMSELVES

- Our institution is committed to helping those employees and students who seek help.
- All employees and students who believe they may have an alcohol and drug (substance) abuse problem are encouraged to forward and seek help and support.
- Employees should request assistance through their line manager (supervisors), HR department or family doctor.
- Students should request assistance through the teacher in charge of guidance and counseling.
- The institution shall embark on a programme to educate or sensitize all levels of employees and students about alcohol and drug (substance) abuse, how to recognize the early warning signs, and what to do about them.

END