



Grace College

The University of Queensland

Alcohol, Tobacco & Drug Policy

*Approved by the Grace College Council—1 December 2014;
Amended 7 December 2015*

Statement of Context

As a women's residential college within The University of Queensland, Grace College is committed to providing a safe and healthy environment for all residents, staff, contractors, voluntary workers and visitors to the College. This commitment extends to its activities as a function and conference venue for the purposes of supporting its core activities.

In this commitment to a safe and healthy environment, Grace College actively:

- encourages behaviours and actions which promote respect and consideration towards all persons associated with the College including residents, staff, contractors, voluntary workers and visitors, as well as the community and the environment in which the College is located; and
- discourages behaviours and actions that do not produce a positive, safe and respectful work, study and living environment.

The College recognises that:

- the cohort for which it primarily caters (young women 16 to 23 years) are potentially high risk-takers, particular in relation to the use of alcohol and other drugs;
- the provision of alcohol and cigarettes to persons under 18 years of age is illegal except if supplied by a parent or legal guardian, a status which neither the College nor any member of staff holds for our residents;
- the use, possession, cultivation or trafficking of certain drugs is illegal;
- the misuse and abuse of drugs of any kind is harmful to individual health and community wellbeing.

This Alcohol & Drug Policy forms part of the College's Risk Management Plan and Work Healthy, Safety and Environmental Policy. It is disseminated via Resident and Staff Handbooks, the College website, and Resident and Staff Induction Programs.

Objectives

In the development and implementation of this policy, the College seeks to:

- provide a work, education and residential environment that is free from alcohol, tobacco or other drug related harm;
- minimise the risks associated with any such harm;
- encourage and promote moderation and responsible attitudes towards the use of alcohol in the college community;
- provide a smoke-free work, education and residential environment; and
- uphold a no-tolerance policy in relation to the use, possession, cultivation or trafficking of illicit drugs;
- ensure that appropriate resources are available for education and action in relation to this policy, alcohol, drug and tobacco use, and associated issues, including referral processes and counselling services for addressing issues;
- enhance the communal, collegial and caring focus of the College as a community.

General Principles

1. All persons associated with the College including visitors should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol and/or other drugs.
2. All persons associated with the College including visitors have obligations to comply with work health and safety legislation, policies and procedures to which this policy is related.
3. Unlawful, inappropriate and irresponsible use of alcohol and other drugs can have negative impacts on judgement, academic performance, health, personal relationships, and safety—both of the user and those around them. It may also result in damage to property and equipment, disruption of College operations, and a negative effect on individual and corporate reputations.
4. All members of staff, contractors and voluntary workers should not be affected by alcohol or other drugs while conducting College business.
5. The staff and residents of the College are responsible for ensuring that other staff, contractors, residents or visitors under their direct supervision comply with this policy.
6. College staff will intervene when drug and/or alcohol related behaviours cause harm, or have the potential to cause harm, to individuals, the College community, property and equipment, College operations and/or reputation.
7. Intervention may include but is not limited to one or more of the following:
 - informal caution or warning including counselling about behaviour;
 - fines for behaviours contravening the rules of the College;
 - official written warning indicating behavioural requirements, and the consequences of further non-compliance;
 - referral to a counselling service;
 - voluntary participation in an education or treatment program;
 - request for reimbursement for damage caused;
 - request to Student Club to remove a leader from her role;
 - banning from participation in certain College events;
 - suspension or dismissal as a staff member;
 - expulsion from the College as a resident;
 - termination of services as a Contractor;
 - referral of the matter to the police;
 - legal action to recoup costs of any damage caused.

Alcohol

Responsible and moderate use of alcohol has a place in certain social contexts. Through its policies and practices, the College seeks to model appropriate use of alcohol in particular social contexts.

The College community places very high value on the safety and care of the community and the residential environment for its residents. Limiting the use of alcohol on the College site is a key strategy in ensuring that safety and care.

The cohort of young women (generally aged 16 to 23 years) catered for by the College in its normal operations are recognised as potentially high risk-takers in relation to alcohol use. Where young women exhibit high-risk or “immature” drinking behaviour, it is also recognised that they are generally in transition to low-risk or “mature” drinking behaviour. Within this age group, a significant cohort of “reluctant” drinkers have been identified who want to drink less but need to identify a path to achieve this aim. A key strategy with this age group has been identified as empowering young women to make their own decisions about their drinking, not simply in the context of one evening out, but as a part of a whole of life approach. Such a strategy will promote the validity of saying “no thanks” when the young women want to do so, and the benefits of limited or reduced drinking. (*2008 Report of the Chief Health Officer, Qld Health* http://www.health.qld.gov.au/cho_report/2008/chapter_5/alcohol.asp).

Thus, in the course of normal College operations, the following rules will be followed:

1. No alcohol will be kept or consumed in the College accommodation blocks at anytime, including conferences and events.
2. Alcohol will only be brought on-site in the containers in which it has been sold. These containers must be sealed and clearly labelled.
3. If the alcohol has been received as a gift or purchased as a gift by a resident, that resident may request her Resident Assistant to store the alcohol in the foyer kitchenette until the gift can be taken offsite. The foyer kitchenette is locked outside office hours. In this circumstance, the alcohol cannot be taken beyond the foyer into the College proper.
4. If the alcohol has been purchased for use or sale at a Student Club organised event, the alcohol will be stored in the Student Club Store Room in the Workshop under the Conference Room (between the Principal’s Resident and C Block). This Store Room is locked when not being accessed; and the Workshop is locked outside work hours. An up-to-date inventory of what is being stored must be provided to College Administration immediately after arrival of any delivery, and within 48 hours of the close of any event where alcohol has been served or sold.
5. Alcohol purchased for serving at College Dinners or other events coordinated by College Administration will be stored in the Store Room under the Kitchen and/or the Cold Room in the Kitchen. The Store Room is locked when not being accessed; and the Kitchen is locked when not staffed.
6. Alcohol may be consumed in the Dining Room, the Outdoor Eating Area, the JCR and the Party Area (the Astro-Turf between B & C Blocks; and under C Block) during designated events only.
7. Alcohol served or sold at any College events will be served and/or sold under the appropriate Responsible Service of Alcohol (RSA) and Liquor Licensing provisions; UQ Colleges’ Heads’ Agreements and the guidelines of The University of Queensland. Supervision of such service or sale will always be the responsibility of the Kitchen, in the case of College Dinners and College Administration events, or the Student Club for their events. Permission for such service or sale must be obtained from the Principal or Dean of

Students in advance. An Event Management Plan must be completed for every event organised by Grace College Council, staff (including Resident Assistants), the Grace College Student Club, or other activity convenors/managers where alcohol is sold or served other than in the context of a dinner in the Dining Room. The Event Management Plan must contain a list of the types of alcoholic drinks being served or sold. In order for the event to occur, the Principal or Dean of Students must approve the Event Management Plan. No approval will be given for the sale or service of straight spirits.

8. Education in the responsible consumption of alcohol will be included in the College's annual O-Week program.
9. All members of staff, contractors and voluntary workers must not be affected by alcohol while conducting College business, including undertaking supervisory duties at College events. This requirement will be included in the College Staff Induction Program.

Tobacco

Smoking, both active and passive, is not conducive to the provision of a safe and healthy environment for all residents, staff, contractors, voluntary workers and visitors to the College.

Everyone associated with the College is entitled to the provision of a smoke-free environment.

Consequently, smoking is prohibited throughout the site except in the designated staff smoking area at the entrance to the College car park. This is an open area away from any building entrance. The location of this area will be identified in Resident and Staff Induction Programs.

Staff may only smoke in the designated area during scheduled work breaks.

A decision not to smoke (actively or passively) should never cause inconvenience to the decision-maker.

Reducing or quitting smoking will be encouraged by the College in any way practicable.

In any conflict or disagreement about smoking which cannot be negotiated, the normative position of smoking being prohibited will be asserted.

Other Drugs

The possession and/or use of drugs or medications, except when prescribed by a medical practitioner or otherwise permitted by law, is prohibited. Over-the-counter and prescribed medications must be used as directed. The use of illegal drugs may result in the immediate exclusion of a resident or visitor from the College; dismissal of a staff member; or termination of the service of a contractor. Illegal drug use and possession will be referred to the police.