

## Drugs & Alcohol Policy

NKBA is committed to providing an environment that ensures the wellbeing and safety of its employees, contractors, members, and students. This policy aims to reduce the risks associated with drug and alcohol use in the workplace, in compliance with the relevant laws and regulations of New Zealand, including the Misuse of Drugs Act 1975 and the Sale and Supply of Alcohol Act 2012.

We have a clear duty under the Health and Safety in Employment Act 2015 to identify and manage hazards. The use of drugs (both illicit and prescription) and other substances such as alcohol can affect a person's coordination, concentration, dexterity, and general ability to carry out their work. The use of drugs and alcohol at work can put Employees' and other person's safety at risk.

This policy applies to all NKBA employees, contractors, members, and students and is in effect at all association activities, including meetings, conferences, workshops, and social gatherings. NKBA employees, contractors, members, and students are accountable for their own decisions and actions regarding the use of drugs or alcohol.

Violation of this policy will be deemed a breach of NKBA's Code of Conduct and Health & Safety Policy and may be viewed as Serious Misconduct.

### Compliance and Acknowledgment:

- By signing an employment agreement with NKBA, employees acknowledge that they have read, understood, and agreed to comply with this drug and alcohol policy.
- By continuing their association with NKBA, members, contractors and students acknowledge that they have read, understood, and agreed to comply with this drug and alcohol policy.

### Definitions

- i. *Drugs*: For the purposes of this policy, the term "drugs" includes:
  - (a) Any substance that is illegal under New Zealand law.
  - (b) Prescription medication or over the counter medication that may cause impairment (such as tranquilisers, sedatives, or Valium)
  - (c) Herbal and synthetic drugs that may cause impairment.
    - A full list of drugs is available in the AS/NZS 4308:2008 standard.
- i. *Alcohol*: Includes all forms of alcoholic beverages.
- ii. *Intoxication*: The state of being under the influence of alcohol or drugs to the extent that it impairs judgment, performance, or behaviour.
- iii. *Under the Influence*: Having consumed alcohol or drugs to a degree that mental or physical abilities are significantly impaired.

### Conduct

#### i. Permissible Consumption of Alcohol

NKBA promotes a responsible attitude towards the provision, service, and consumption of alcohol. The consumption of alcohol can be a part of socialising for many, and it is our policy that staff, members, contractors and students who choose to consume alcohol are encouraged to do so responsibly and in moderation.

ii. Prohibited Conduct:

- (a) The use, possession, distribution, or sale of illegal drugs is prohibited during NKBA events, on NKBA premises or venues, or while representing the association in any capacity.
- (b) Being under the influence of alcohol or drugs that impair judgment and performance during association work or activities.

**Disciplinary Action**

Any complaints received by NKBA will be referred to the employer of all parties involved, or the BCITO | Te Pūkenga Training Advisor if any of the parties is a student. If Serious Misconduct is established, disciplinary action may be dismissal for an employee, termination of membership for a member, removal from a course for a student of NKBA, or termination of a contract for an independent contractor.

**Support and Education**

NKBA is committed to supporting employees, members, contractors and students who may be dealing with substance abuse issues. Individuals are encouraged to seek help if needed; the association will treat such matters with confidentiality and provide support without discrimination.

This policy will be communicated to all relevant stakeholders through orientations, NKBA meetings, employee handbooks, and other appropriate channels.