Smoking, Alcohol and Drugs Policy

1. Policy Statements

1.1. Relating to Smoking in the Workplace

Melbourne Business School (MBS) is a non-smoking environment. Smoking in any form is strictly prohibited within the buildings.

Smokers will be asked to take any breaks outside the buildings in the courtyards and recreational areas. Ashtrays and bins are provided for convenience and cleanliness.

This policy is to protect the health and safety of all MBS stakeholders - employees, students, clients, contractors.

1.2. Relating to Alcohol in the Workplace

It is MBS policy that alcohol is not to be consumed on the premises unless served at an official function where drinks have been supplied in a responsible manner.

Alcohol may seriously affect an employee’s performance therefore; it is MBS policy that employees are expected to consume only modest amounts of alcohol during work hours so as not to impede their activities.

Employees being in the workplace while under excessive influence of alcohol may be cause for disciplinary action and, in some cases, termination.

1.3. Relating to Drugs in the Workplace and Business Environment

The use of any and all banned substances within the workplace and MBS environment is strictly prohibited. MBS enforces a strict drug free environment at all times.

The use of non prescribed drugs can lead to unnecessary risk and potentially creates a threat to fellow employees or other stakeholders. It is deemed unsafe for an employee to carry out their job responsibly and safely whilst under the influence of drugs.
MBS believes that the use of non prescription drugs can cause serious damage to MBS reputation. Use of non prescribed drugs while at work, MBS environment or acting as a representative of MBS, will not be tolerated.

It is therefore strictly prohibited to manufacture, distribute, posses, sell or use a controlled substance on School premises, or while representing the School on or off the premises.

Any offence may result in immediate dismissal of an employee or may lead to possible prosecution.

2. **General Information**

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<tr>
<th>Approved by</th>
<th>A. Kenton</th>
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<tr>
<td>Responsible Policy owner</td>
<td>Human Resources</td>
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<td>Contact area</td>
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<td>Commencement date</td>
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3. **Review Date**

   Melbourne Business School Commits to Review this Policy in 4T Review Period Every Three Years

4. **Keywords**

   [Enterprise Keywords]