



Drug, Alcohol and Other Substance Abuse Policy

- 1.1 Lions Village Licola Inc. (LVL or the Company) is committed to providing and maintaining an environment that promotes the best possible outcomes for staff, volunteers and children who use the camp. This includes providing a work environment that is free of unnecessary risk to the health and safety of all those directly involved with the camp
- 1.2 The consumption of drugs and alcohol can affect work performance. It can not only place that person and others at risk but also adversely affect the public image of LVL. Accordingly, the consumption of drugs/ alcohol by staff/ volunteers is not permitted for the duration of a camp, including travel to/from, without the prior approval of the Operations Manager/CEO.
- 1.3 In addition, LVL is committed to a smoke free environment. Staff/volunteers are not permitted to smoke in the presence of children, where children can see them or where children may feel the effects. LVL provides a suitable outdoor area for those adults that choose to smoke, which will be pointed out to all staff upon their arrival. Staff members who choose to smoke must make an attempt to cover the odour before returning to their group. Whilst LVL permits a limited time for smokers to go to this smoking area, it is at management discretion and if abused will be withdrawn.

1.4 Testing

- 1.4.1 During the continuance of your employment you must submit to a drugs test at the Company's expense, if in the reasonable opinion of the Company, such test or tests are necessary to investigate impairment in the interests of Health & Safety of the Company or others affected by your work. Alternatively, the Company may in certain circumstances carry out random or targeted drug tests which may be necessary to ensure that you are not working whilst intoxicated to such an extent that you pose a Health & Safety risk to yourself or others.

1.5 Policy Implementation Principles

- 1.5.1 Volunteer leaders are expected to report to their immediate superior if they are taking prescription or non-prescription drugs that may affect their performance. On arrival they are required to hand all personal medications to the first aid officer. Confidentiality of a leader's medication will be maintained
- 1.5.2 If a volunteer leader is affected by prescription drugs alternative work may be arranged, or they may be asked to forgo their duties until they are fit to return.
- 1.5.3 Volunteer leaders are not to dispense or prescribe any medication or non-urgent first aid treatment while on camp unless specifically directed to do so by the first aid officer.
- 1.5.4 When a volunteer leader/ staff member is under or perceived to be under the influence of drugs or alcohol, they will immediately be removed from duty and at the earliest convenience either be sent home or subject to disciplinary proceedings.
- 1.5.5 Staff may attend work social activities organised formally or informally where alcohol is present or provided. It is hoped that such occasions are enjoyable, but you are reminded that you are still representing LVL and as such you are asked to behave professionally at all times, so that your actions do not bring yourself or LVL into disrepute, that you do not offend others, and that you do not place yourself or others at risk - if rostered to work the next day, you must be in a fit state to do so safely. Please be aware that you are also responsible for the actions of your guests.