## Blind & Low Vision Education Network NZ

# Operational Policy: Staff Alcohol (NAG 5)

## Statement of Intent:

The Blind and Low Vision Education Network (BLENNZ) promotes the safety and well-being of ngā ākonga and staff. Consumption of alcohol by staff can only occur as stated within this policy, unless in other circumstances specifically approved by the Principal.

## Policy Requirements:

1. The responsibility of staff for the welfare of ngā ākonga at all times is paramount. Staff will not consume alcohol during working hours. Staff not accepting this responsibility are liable to disciplinary action by the Board of Trustees.

2. Staff and other accompanying adults involved in programmes where ngā ākonga are in attendance must not consume alcohol at any time.

3. With the Principal’s permission, staff not covered in (2) may drink alcohol during non working hours if they are staying in The Bach. Alcohol must not be consumed at any time if staff are staying in Café BLENNZ during term time, or during school holidays if ngā ākonga are present in either Café BLENNZ accommodation or Nikau Hostel.

4. Strictly no consumption of alcohol by the driver of any BLENNZ owned, leased or rental vehicle or when a personal vehicle is being used for BLENNZ purposes.

5. Consumption of alcohol during staff social activities may be permitted if approved by the Principal. This will be during a specified time when ngā ākonga are not present, and must be confined to a building agreed to by the Principal.

6. Staff must not purchase alcohol with BLENNZ funds without the prior permission of the Principal or relevant Senior Manager. This will only be in exceptional circumstances e.g. the end of year Christmas staff function, as a gift for a conference speaker etc.

7. Prior approval for the use of alcohol by outside organisations hiring BLENNZ facilities must be obtained from the Principal.

## Supporting Documents:

[Ministry of Business, Innovation & Employment: Drugs, Alcohol and Work](https://www.employment.govt.nz/workplace-policies/tests-and-checks/drugs-alcohol-and-work/)

[DHB: School Alcohol Policies](https://www.southerndhb.govt.nz/files/16901_20160421132045-1461201645.pdf)

 4 February 2019

Approved: (Principal) Date: …………………