

SG.40 Smoke-free, Drug-free, and Alcohol-free Policy

APPROVED BY	EXECUTIVE LEADERSHIP TEAM	Reviewed	Feb 2024
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor Edit	
	▪ ACADEMIC DEAN	Review period	3 years
		Next review	2027

1. PURPOSE

- 1.1. Bethlehem Tertiary Institute seeks to promote a healthy environment for all staff, students, and visitors, which includes a smoke-free, drug-free, and alcohol-free campus.
- 1.2. BTI seeks to comply with the following documents:
 - Smoke-free Environments Act 1990
 - Health and Safety in Employment Act 1992
 - Christian Education Trust (CET) Operational Policy Personnel 2.12

2. DEFINITIONS

- 2.1. **Smoke and Smoking** have the meaning given as “to Smoke” set out in Section 2 of the Smoke-free Environments Act 1990.
- 2.2. **Smoke-free** means free from exposure to any smoke or vapour produced by smoking or using any electronic nicotine delivery system (ENDS), including e-cigarettes and any other vaporisers (whether delivering nicotine or not).
- 2.3. **Drug-free** means the absence of any illegal drugs on campus. This includes the misuse of any legal or prescription drugs.
- 2.4. **Alcohol-free** means that no alcohol may be stored or consumed on the BTI campus except in the case of medication.
- 2.5. **Bethlehem Tertiary Institute Campus** means all BTI buildings (including the Hub and restrooms), the grounds on which BTI buildings are located, the adjacent grounds occupied by Bethlehem College, all car parking areas and all vehicles owned or leased by BTI.

3. POLICY

- 3.1. While on campus staff and students are required to refrain from smoking, alcohol, or illegal drugs.
- 3.2. To optimise medical condition management on campus, BTI recognises that students and staff may need to have certain legal drugs onsite. The responsibility for control and storage of those medications belongs with the person for whom the drug is intended (see 3.3 below).
- 3.3. All medications stored in a public place must be clearly labelled.
- 3.4. Any BTI staff member or student is entitled to courteously request that visitors cease smoking, vaping, drinking alcohol or using illicit drugs on campus.
- 3.5. If consumption of alcohol or illicit drug use by BTI staff or student is suspected on campus, a member of the ELT should be contacted as soon as practicable.
- 3.6. Before invoking a complaints process (as per P.25 Staff Complaints or SG.08 Student Concerns and Complaints) in relation to this policy, people are encouraged to deal with any concern in an open and professional manner and to try to resolve it informally.
- 3.7. Any student, staff member, or visitor to BTI may lodge a complaint with the principal, in relation to an alleged breach of this policy.
- 3.8. BTI reserves the right to contact the police.