



## Alcohol and drug policy for the Swedish Defence University

### Purpose

The purpose of this policy is to raise awareness of substance abuse in the workplace and provide a firm basis for how the issue can be handled in a correct, human and respectful manner. The policy should also serve as a support for managers, other staff and students when they feel uncertain about substance abuse problems in the workplace. It is therefore important that managers, colleagues and students notice the signs of substance abuse and initiate support and assistance as early as possible.

### Goals

The goal is:

- to increase colleagues' and student' knowledge about alcohol, drugs and drug dependency through providing information and education,
- that the work environment should be free of alcohol and users of drugs and doping agents,
- that all colleagues and students at an early stage notice, support and make demands of colleagues in the early stages of a substance abuse problem,
- that colleagues and students with a substance abuse problem dare to seek help
- that colleagues and students should return to work/studies after medical care and/or treatment.

### Guidelines

Using drugs and alcohol is not permitted within the university's premises. This applies regardless of whether it is taking place during leisure time or working hours. This prohibition does not apply to organised mass activity, or special arrangements where at least C OrgE has granted permission.

If alcohol is served during an event or hospitality, alcohol-free alternatives must always be offered. Restraint with alcoholic beverages shall be observed for all hospitality. For detailed instructions see FHS rules for meals, hospitality and benefits.

Colleagues' alcohol and drug related problems should not influence the opportunities for salary development and advancement after rehabilitation.

For personnel and students, confidentiality in accordance with the Public Access to Information and Secrecy Act applies with regard to information about an individual's circumstances.

Datum  
2013-07-01

Staff who participate in student activities and events must keep in mind that they are representing the university and must as always lead by example.

### **Responsibility**

The immediate supervisor is obliged to intervene if a colleague is under the influence of alcohol and/or other intoxicating substance while at work.

If the manager is the individual with the problem, please contact this person's manager or the HR department. If you as an employee become aware that a colleague has a problem, please contact this person's immediate supervisor, who is responsible for taking action.

### **Students on contract education**

For students on contract education, his/her employer's alcohol and drug policy or equivalent applies. If it is noticed that a student on contract education has a substance abuse problem it is his/her employer who is responsible for taking action. For such cases the manager of the unit concerned together with the manager of the HR department should consider if and in what way his or her manager should be informed.

For students at HSU, SU and TSK, FHS can take action as agreed with FM

### **Students**

For students, the teacher is responsible for taking action as well as afterwards informing C OrgE who has the ultimate responsibility. C OrgE in turn informs the HR department which contacts Student Health.

For students at OP, the information must be given to MHS K, C cadet battalion