

# Alcohol and drug policy for staff and students at SARA

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Work and study cannot be combined with the consumption of alcohol or other drugs. Use of alcohol or other drugs outside working hours must not affect safety, efficiency or performance. If problems occur with the use/abuse of alcohol or other drugs, it is important to quickly and professionally handle this.

SARA has NO tolerance towards drugs. No drugs may be kept in the school building. Drugs and doping substances, which are not prescribed by doctors, are prohibited drugs and are not permitted in the school.

*Examples of early signals of abuse can be:*

- Deteriorating performance
- School dropout
- Signs of drunkenness or hangover in an educational context
- Absence
- Aggressiveness, mood swings
- Decline in, or uneven work performance
- Difficulty with time management
- Irritability, erratic in mood
- Repeated short-term absence, in particular for the weekends or holidays
- Vacation or other leave is told on short notice, or afterwards.

**A healthy and safe environment should prevail at SARA.**

Anyone who feels that a fellow employee or student has an alcohol or drug problem should, as soon as possible, inform the directors or headmaster who will arrange for the appropriate help. If a student is suspected to be under the influence of drugs or alcohol, the teacher or fellow student should report this to the directors or headmaster immediately. Employees or students who observe that a teacher is under the influence of alcohol or drugs, should act by immediately informing the directors or headmaster, who will talk to the person concerned. Remember: to remain silent out of loyalty can contribute to further abuse.

**The disciplinary measures are warning or suspension.**

It must also be judged to be a considerable risk that the student or teacher may harm another person, or valuable property in the school.

A decision can be made about expulsion, meaning that the student may not continue ongoing education, and that a teacher may not continue work at SARA. In cases of abuse in the workplace, various labor law consequences become relevant. No salary, or sick leave can be given in the case of abuse in the workplace.

SARA should be a workplace where there is openness and cooperation, in which everyone feels comfortable and appreciated - and where it is hard to hide abuse.