



WORKPLACE POLICY ON PREVENTION OF DRUG AND SUBSTANCE ABUSE

2018

UNIVERSITY VISION AND MISSION

Vision

The University of Excellence in Discovery and Dissemination of Knowledge

Mission

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

QUALITY POLICY STATEMENT

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2008 standard.

CORE VALUES OF THE UNIVERSITY

- **Relevance**
The University is committed to ensuring relevance in its programs and activities
- **Excellence**
Excellence shall be targeted in outputs of the university
- **Equity**
The University shall ensure that there is equity in all the opportunities within its jurisdiction
- **Quality**
All outputs and processes of the University shall ensure that quality is maintained
- **Integrity**
The University shall ensure integrity in all their undertaking


Contents

Vision	1
Mission.....	1
QUALITY POLICY STATEMENT	1
CORE VALUES OF THE UNIVERSITY.....	2
FOREWORD	4
APPROVAL AND COMMENCEMENT	4
1.0 PREAMBLE	6
2.0 LIST OF ABBREVIATIONS	7
3.0 DEFINITION OF TERMS	8
4.0 SCOPE	10
5.0 OBJECTIVES	10
6.0 POLICY STATEMENT	10
7.0 GUIDING PRINCIPLES.....	10
8.0 LEGAL AND REGULATORY FRAMEWORK	11
9.0 PREVENTIVE MEASURES	12
10.0 PURPOSE OF ALCOHOL AND DRUG ABUSE WORKPLACE POLICY.....	12
11.0 RESPONSIBILITY.....	13
12.0 CONFIDENTIALITY.....	13
13.0 IMPLEMENTATION PROCEDURES	13
14.0 MONITORING AND EVALUATION	15
15.0 REMEDIAL MEASURES	16
16.0 INFORMATION, EDUCATION AND TRAINING PROGRAMMES	16
17.0 IDENTIFICATION OF ALCOHOL AND DRUG ABUSE PROBLEMS	17
18.0 ASSISTANCE, TREATMENT AND REHABILITATION	17
19.0 JOB SECURITY AND PROMOTION	17
20.0 ASSISTANCE	17
21.0 INTERVENTION AND DISCIPLINARY PROCEDURES	18
22.0 APPENDICES	20
Appendix I: General effects of various types of substances	20
Appendix III: Organizational structure for ADA Prevention Unit	22

FOREWORD

Alcohol and drug addiction is a serious problem and an occupational safety risk. Prohibited drugs in Kenya include cocaine, heroin and cannabis/marijuana. Many alcohol and drug users bring their addictions to their place of work or study with them. Various personal and social factors can play a major role in drug abuse. In general, however, some work-related factors can include but not limited to high stress, low job satisfaction, long hours or irregular shifts, fatigue and easy access to drugs and substances. These effects infiltrate the organization in the forms of truancies, decreased work level and discouraged workers who see their colleagues produce poor work.

Maseno University considers ADA to be hazardous to staff and students. Any organization wants to make sure that their workplace is a safe environment for each of their clients. One way to do that is to have a firm policy about prevention of ADA at work so that help can be provided promptly in a professional and consistent manner. Establishing a workplace drug abuse programme can drastically reduce the cost to business ranging from decreased productivity, increased health claims, and "hidden costs" such as general absenteeism or illnesses. Workplace policies prohibit the use and possession of alcohol and drugs while at the work place. Maseno University's aim of this policy within the workplace shall be to prevent ADA among staff/students, and also provide education, counselling and rehabilitation where needed. The policy shall be a part of the University general occupational health and safety strategy and eliminating the risks of alcohol and drug use within the workplace. This can create a drug-free work zone by instituting drug and alcohol policies that clearly state the University's commitment on maintaining zero tolerance for alcohol and drug use at work. The policy shall apply to all staff and students without discrimination. It shall be implemented and updated as and when need arises. To ensure uniform agreement, all staff and students must receive and sign a copy of the policy. The policy marks the beginning of a no-tolerance stand against ADA in Maseno University.

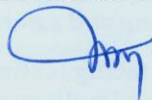


Prof Julius Omondi Nyabundi Ph.D, OGW
VICE-CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University Workplace Policy on Prevention of Drug and Substance Abuse herein after also referred to as Policy No. MSU/ACA/PO/007 and shall take effect on approval by Council.

In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2) (q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.



Dated the day of2018

Signed Abdullah Said Date 13th April 2018
Prof. Abdullah Najj Said
CHAIRMAN, MASENO UNIVERSITY COUNCIL

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1.0 PREAMBLE

Drugs are pharmaceutical products or substances that bring about a desired psychological, physiological, biochemical or emotional change in the existing state of the user. Basically, drugs are produced and consumed for the purpose of curative or prevention of physiological, psychological conditions. As such, all drugs and substances have the potential of altering the functioning of the human body.

Drug abuse on the other hand, is the use of drugs for reasons other than medical or therapeutic. Such abuse can either be psychotropic or mood-altering such as psychoactive ones. It is against this background that Maseno University, desires to safeguard the health, wellbeing and safety of all staff and students.

One of the major challenges facing institutions today is the abuse of alcohol and drugs. Such abuses have far reaching implications on individual productivity and institutional wellbeing. Consequently, this policy aims at informing staff, students, and the community around the University about the dangers of alcohol, drug and substance abuse. Since students constitute the largest proportion of University population; they are the most vulnerable and easy target for drugs due to several factors including cultural, socioeconomic and peer pressure. The policy was developed with cognizance of the relevant Kenya Government Laws. This ADA policy has formulated strategies and measures based within the University structure which is meant to assist those who may be tempted to abuse, or struggling with the abuse of drugs. The policy further clarifies the mechanisms that will be applied when dealing with any violations.

2.0 LIST OF ABBREVIATIONS

AA: Alcoholic Anonymous

ADA: Alcohol and Drug Abuse

NA: Narcotics Anonymous

NACADAA: National Campaign Against Drug Abuse Authority

NACADA: National Authority for the Campaign Against Alcohol and Drug Abuse

SAP: Staff/Student Assistance Programme

3.0 DEFINITION OF TERMS

Addiction:	A chronic disorder which is characterized by uncontrollable habit of using alcohol or drugs despite its detrimental effects.
Alcohol:	A psychoactive drug that has a depressant effect.
Assessment:	Judging and documenting the level or extent of addiction in a client.
Confidential information:	Medical and/or counselling/psychological records pertaining to the diagnosis treatment of alcohol or drug abuse, or records indicating referral to an alcohol or drug abuse programme. Such information may not be disclosed further without specific authorization by the client.
Controlled drug:	Drug produced, supplied or processed under license. The distribution of the drug is strictly controlled because of its potential for abuse and the risk that may emanate from the same.
Counselling:	A helping relationship between a counsellor and the alcoholic or drug abuser.
Counselling centre:	A room or place set apart to be used for helping the persons addicted to alcohol or drug plus many other psychological issues.
Counsellor:	A person trained with knowledge and skills to assist the alcohol and drug abuser.
Discontinue:	Stop a practice that has been on going.
Drug:	Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.
Drug abuse:	Taking a psychoactive or performance enhancing drug for a non- therapeutic or non-medical effect.
Drug rehabilitation:	Process of psychotherapeutic treatment of someone who is recovering from chemical dependency.
Drug use:	Use of drugs to treat an illness, prevent disease or to improve a health condition
Illicit drug:	A drug that is illegal
Intervention:	Orchestrated attempt by one or more people to get the drug addict seek professional assistance.
Fitness for duty:	To work in a manner suitable for the job. To determine “fitness”, a medical evaluation may include drug and /or alcohol testing.
Licit drug:	A drug that is legally available with or without prescription, for example, over-the-counter patient drugs
Negative Test Results:	Results that indicate no alcohol or drugs in the body system other than properly used prescription medication.
Policy:	A guide which establishes the parameters for decision making and action.
Reasonable Cause/Suspicion:	Supported by evidence strong enough to establish that a policy violation has occurred

Rehabilitation:	A curative programme to treat and provide aftercare assistance to a client with drug abuse to integrate them into society and drug free life.
Staff:	Any person discharging teaching or non-teaching duties in Maseno University.
Student:	Any person who is currently registered to pursue an academic programme in Maseno University after duly signing the nominal roll.
Substance abuse:	A maladaptive pattern of use of a substance and drugs that is not considered dependent (also known as drug abuse).
Testing:	Urine, blood, or breath test to determine chemical or drug content.
Treatment:	Process of modifying or altering drug addiction.
University:	Maseno University.
University premises:	All University property whether owned or leased, including vehicles, parking offices, classrooms, vehicles
Violation:	To disregard or act against established rules and regulations.
Worker:	Staff and students of Maseno University.
Workplace:	All places where staff and students need to be or go to by reason of their work and studies and which are under the direct or indirect control of Maseno University. This covers physical premises including constituent colleges and campuses affiliated to the University. Premises include both physical and virtual settings, including but not limited to offices, stores, farms, out-of-doors, classrooms, hostels, cyber space and in any location where work is performed.

4.0 SCOPE

The following shall be the scope of this policy on ADA:

- i. The policy shall apply to all Maseno University staff and students in and off Campus on University activities and other persons operating or found within Maseno University precincts, including visitors and stakeholders. All those providing services shall abide by this policy while within Maseno University premises.
- ii. The policy shall provide procedures to help staff, students and contracting agencies to put into practice its provisions.
- iii. The policy shall spell out the guidelines and regulations for preventive measures for alcohol and drug abuse (ADA).

5.0 OBJECTIVES

This University policy on ADA is intended to establish an ADA prevention Unit charged with the responsibility of achieving the following objectives:

- i. Guide the implementation of ADA prevention and management activities.
- ii. Promote awareness creation and prevention education on harmful effects of ADA.
- iii. Promote programmes on healthy lifestyles and informed choices.
- iv. Assist the University in managing cases arising from ADA through early detection and intervention.
- v. Provide for early detection and intervention such as psycho-social support systems and treatment to the affected.
- vi. Promote reduction of access to alcohol and drugs.
- vii. Establish corporate culture and practices that prevent ADA in the workplace.
- viii. Identify workplace conditions which expose staff/students to the risk of developing alcohol and drug related problems.
- ix. Prescribe rules on the expected conduct and consequences of violations in relation to ADA.
- x. To create and maintain an alcohol and drug free environment.

6.0 POLICY STATEMENT

Maseno University is committed to creating and supporting alcohol and drug abuse free environment that ensures maximization of each staff/student potential.

7.0 GUIDING PRINCIPLES

The guiding principles for prevention of ADA policy for the University include:

- i. **Information /Awareness creation** - All people have a right to impartial information and education on the consequences of alcohol and drug consumption on one's health, job, academics, family and society.
- ii. **Protection of alcohol and drug abusers** - All people have the right to a family, community learning and working environment free from

- accidents, violence and other negative consequences of alcohol or drug consumption.
- iii. **Treatment** - All people with the problem of ADA have a right to accessible treatment and care.
- iv. **Safeguard individual privacy** - All people who do not wish to consume alcohol and drugs have a right to be safeguarded from pressure to consume alcohol and drugs and be supported.
- v. **Alcohol and drug abuse campaigns** - Several campaigns on ADA will be carried out with the aim of dissuading Maseno University community from alcohol and drug consumption.

8.0 LEGAL AND REGULATORY FRAMEWORK

The policy is in cognizance of the laws of Kenya and International conventions which advocate for prevention of ADA for the wellbeing of humanity.

In March 2001, the National Campaign Against Drug Abuse (NACADA) was established by legal notice No.140 to enhance advocacy against drug abuse. In 2007, Kenya government ratified the formation of National Campaign Against Drug Abuse Authority (NACADAA) to replace NACADA with a reinforced mandate, and empowered to coordinate a multi-sectoral effort aimed at preventing, controlling and mitigating the menace of drugs and substance abuse within Kenyan society. NACADA is collaborative with institutions, agencies and organization to coordinate public education on the prevention of ADA.

NACADA was formed under the premise that alcohol, drug and substance abuse constitute a global problem on which countries spent a large proportion of their revenue to address. In Kenya, it was one of the major problems alongside poverty, corruption and HIV/AIDS. The alarming increase in alcohol, drug and substance abuse has been compounded by a growing breakdown of traditional values and falling apart of social control systems.

In order to monitor ADA in tertiary institutions, the Kenya government has made it compulsory to submit quarterly reports to NACADA. In the recent past, the government promulgated laws restricting times and places of alcohol consumption (Alcoholic Drinks Control Act of 2009, popularly referred to as the 'Mututho' Act) as well as designated smoking and drug free areas (Tobacco control Act 2007).

8.1 Specifically, these Acts state as follows;

8.1.1 Tobacco Control Act (2007)

The Tobacco Control Act states that:

- i. Smoking is only allowed in designated areas.
- ii. Advertising of tobacco products is prohibited.
- iii. Cigarettes should not be sold to persons aged under 18 years.
- iv. All cigarette packaging must have large health warning sign.

8.1.2 Alcoholic Drinks Control Act (2009)

The aim of the Act is to mitigate the negative health, social and economic impact resulting from abuse of alcoholic drinks. The bill seeks to:

- i. Prevent access to alcoholic drinks to persons under 18 years of age.
- ii. Prohibit adulteration of drinks.
- iii. Ensure government undertakes research, documentation, and dissemination of relevant information on alcoholic drinks.
- iv. Empower alcohol outlets to refuse or expel a person who is drunk and violent.
- v. Prohibit promotion and false promotion of alcoholic drinks.

9.0 PREVENTIVE MEASURES

Maseno University will ensure that students and staff get information, training and education on the health hazards and the impacts on one's academic, job and personal success. These shall be given through:

- i. University ADA policy
- ii. ADA Prevention Unit
- iii. Posters, flyers and brochures
- iv. Health talks
- v. Staff/students Campaign against ADA
- vi. Peer Educators Training
- vii. Resource Centre
- viii. Psychosocial Support groups
- ix. Healthy lifestyle books and prints
- x. Corporate culture and practices
- xi. Stress Management Techniques Workshops
- xii. Movies and slides on ADA prevention
- xiii. Disciplinary action for violation of ADA policy
- xiv. Media

10.0 PURPOSE OF ALCOHOL AND DRUG ABUSE WORKPLACE POLICY

Alcohol and drug use has the potential to cause hazardous, violent, unsafe behaviours in the workplace (Appendix 1), which could injure the individual or those around him. Furthermore, ADA among staff/students can affect performance through causing inefficiency and a decrease in productivity.

It can be difficult identifying someone who is suffering from ADA. Although drug testing kits could prove whether or not a staff/student has an ADA problem, policies must be put into place within a workplace before a staff/student can be approached and something done to help them. The target group of these guidelines are the staff and students of Maseno University.

The University is committed to protecting its community by creating and maintaining a drug-free safe working environment. A policy is therefore necessary to enable the University achieve its specific objectives with regards to

prevention and management of ADA. The policy provides guidance to promote the prevention, reduction, treatment and rehabilitation of ADA among staff and students.

11.0 RESPONSIBILITY

Maseno University management shall be responsible for carrying out the policy through its ADA Prevention Unit coordinator (Appendix II). The Unit shall have a prevention of ADA committee to monitor and evaluate its activities. The committee shall meet twice every quarter. In this process, the University will develop effective partnerships and collaboration with Maseno University community, government, local, regional and international organizations, and other stakeholders to enhance the success of this policy implementation.

12.0 CONFIDENTIALITY

Staff/students with a drug problem should have the same rights to confidentiality and support as they would if they had any other medical or psychological condition, subject to the provisions of the law.

13.0 IMPLEMENTATION PROCEDURES

Maseno University Management shall undertake the overall implementation of the prevention of ADA Policy (Appendix II and III). The University shall establish an ADA prevention Unit, and appoint a coordinator and support staff. The coordinator of ADA prevention unit will be responsible for co-ordination and information dissemination concerning the workplace policy on prevention of ADA, and report to the University Administration. There shall be sensitization activities to staff and students to promote awareness of this Policy. The Policy shall be made available to all staff and students. The University will adapt mechanisms for early detection of ADA in order to offer timely assistance to those affected. All members of staff, students and stakeholders are charged with the responsibility to ensure that Maseno University is an alcohol and drug-free environment. The University shall allocate the applicable budget to facilitate the implementation of the Policy.

Roles and Responsibilities

13.1 Staff

The University Heads of Departments /Sections have a duty to:

- i. Report to University management, persons operating within the University precincts who have ADA problems by referring them to ADA prevention Unit for help.
- ii. Disseminate accurate and relevant information on alcohol and drugs, and organize in liaison with ADA prevention unit, education and training

programmes aimed at sensitizing staff/students on the effects and dangers of ADA.

13.2 Students

It is the duty of every student to:

- i. Abide by the University rules and regulations as stipulated in the Students' Handbook.
- ii. Report any student with alcohol/substance related problem to the Dean of students, University Counsellors, or ADA Prevention Unit for help.

13.3 Restriction of alcohol

- i. Maseno University prohibits staff, students and all other person(s) operating or found within the University premises including visitors and stakeholders from sale, or distribution of alcoholic beverages and non-prescribed drugs on the University premises or when on any University assignment.
- ii. The University forbids any staff, students or person(s) operating / found within its precincts including visitors and stakeholders from being under influence of alcohol while on the University premises. Any staff or student shall not be allowed to interfere with a smooth running of the University, the University housing or any other facility.
- iii. The University holds the mandate to test anyone staff/student suspected or accused of being drunk and disorderly.
- iv. The Maseno University forbids any alcoholic drinks at any University event unless with permission from University Management.
- v. Under the Laws of Kenya, it is illegal for persons aged under 18 years to be in possession of alcohol or distribution of the same.

13.4 Payment in kind

Maseno University shall not pay its staff salaries in the form of alcohol or drugs. In addition, the University is prohibited from making any payments or rewards by giving objects or materials that in any way may trigger alcohol and drug cravings in persons in recovery.

13.5 Prohibition of illegal drugs and substances

Maseno University intends to help provide a safe and drug-free work environment for all staff, students and other clients. With this goal in mind and because of the serious drug abuse problem in today's

workplace, the policy is established for existing and future workers of the University. Consequently, the University explicitly prohibits the following:

- i. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medication without a prescription on University premises or while performing an assignment.
- ii. Being impaired or under the influence of legal or illegal drugs away from the University, if such impairment or influence adversely affects the staff/student's work performance, the safety of the employee or of others, or puts at risk the University's reputation.
- iii. Possession, use, solicitation for, or sale of legal or illegal drugs away from the University, if such activity or involvement adversely affects the staff/student work performance, the safety of the employee or of others, or puts at risk the University's reputation.
- iv. The presence of any detectable amount of prohibited substances in the staff/student's system while at work, while on the premises of the University. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the staff/student.
- v. Any drug that interferes with the work performance or poses danger to faculty and students.
- vi. Possession of any illicit drugs in the University premises by members of staff, students or person(s) operating/found within its precincts including visitors and stakeholders.
- vii. The Maseno University forbids any illicit drugs at any University event.

13.6 Prohibition of advertisement of alcohol and drugs at the workplace

The University prohibits any advertisements that promote alcohol and drug use within the University premises. Direct or indirect advertisement through sponsorship of organizations activities such as sports shall also be prohibited.

14.0 MONITORING AND EVALUATION

The ADA prevention unit shall:

- i. Continuously monitor and evaluate the policy goals and objectives against the overall goals and objectives in the University statutes.
- ii. Submit quarterly and annual reports to NACADAA on the application of the effectiveness of the policy and make relevant changes to serve the objectives.
- iii. Review the policy regularly in consultation with staff/student representatives. The review process will be based on results obtained from research studies on ADA as well as baseline and follow up surveys.

15.0 REMEDIAL MEASURES

The following are the remedial measures to mitigate ADA related negative effects through good workplace practices.

15.1 Job placement for rehabilitated workers

When a staff or student voluntarily discloses a previous history of alcohol or drug abuse related problem to the University, the University shall, where reasonably practicable, avoid exposing the rehabilitated individual to a working situation similar to that which, in the past, may have led to such problems.

15.2 Suggestion boxes

Suggestion box shall be mounted at the entrance to the ADA prevention unit offices for clients to insert any suggestions, compliments, complaints or report any information pertaining to ADA. In addition, there will be provision for electronic mechanisms such as social media to complement the suggestion box.

15.3 Medical insurance

The staff or students with ADA related problem will not be discriminated against and will access healthcare services similar to employees suffering from other illnesses. They will receive similar benefits such as sick leave, annual leave, leave without pay, and healthcare insurance cover, in accordance with the Laws of Kenya and Maseno University Terms of Service. Treatment and rehabilitation services shall be catered for in line with the existing University Medical Insurance and the National Hospital Insurance Fund policy.

15.4 Stigma and Discrimination

There shall be no discrimination against persons who have volunteered as ADA cases

16.0 INFORMATION, EDUCATION AND TRAINING PROGRAMMES

The University workplace policy will focus on prevention and intervention of ADA through information, education and training programmes.

16.1 Information

The University ADA prevention unit is committed to providing staff/students with general information about the effects of drugs on health and safety, through a series of sensitization sessions for new staff/students. This will comprise of information through media and other methods about the work environment in relation to ADA, measures to

prevent such abuse from occurring and available services to assist staff/students who may be abusing alcohol and drugs.

16.2 Training and education

Training and education is important, and it is a positive step for any workplace, to provide the right information to staff/students. Maseno University is committed to provide training of supervisors and managers to appreciate the University's substance abuse policy and procedures, to identify staff/student problems, and to know how to refer those in need to available assistance so that any personal problems that may be affecting performance can be addressed. The University shall establish a staff/student Assistance Programme (SAP) in addition to seeking assistance from outside organizations to provide help and support to those who need it. The SAP's are designed to provide free, confidential short-term counselling to help with a variety of work related and personal problems. In collaboration with NACADAA, Maseno University shall furnish staff/students with information on accredited treatment and rehabilitation service providers in Kenya and beyond. The University shall avail the policy to all staff/students.

17.0 IDENTIFICATION OF ALCOHOL AND DRUG ABUSE PROBLEMS

The University shall provide the manner in which ADA related problems shall be identified among staff/students. These will include but not limited to;

- i. Self-assessment by the staff/student, facilitated by information, education and training programmes.
- ii. Informal identification by colleagues, staff, friends or family members.
- iii. Formal identification by the University by testing in accordance with the Laws of Kenya. Because of the complications associated with drug testing, this activity will be voluntary unless otherwise stated.

18.0 ASSISTANCE, TREATMENT AND REHABILITATION

The University shall uphold the right to universal fair labour practices of every person. Each member of the University community shall have an individual responsibility to protect themselves against engaging in ADA. Those who engage in alcohol and drug use have an added obligation to ensure that their behaviour does not pose a threat to others.

19.0 JOB SECURITY AND PROMOTION

Absence for treatment and rehabilitation will be regarded as normal sickness irrespective of whether it is due to relapse or not.

20.0 ASSISTANCE

The University recognizes that alcoholism and drug abuse are treatable illnesses, and encourages staff/students that may have alcohol or drug abuse problems to seek treatment with a view to discontinue the practice, and restore their fitness

of duty. Any individual afflicted by alcoholism or drug dependency will have the same options that staff/students with other illnesses have to participate in prescribed treatment programmes. Any of the staff/students misusing drugs, is encouraged to seek help voluntarily from the University counsellors at the counselling centre, peer counsellors or University Health Services.

21.0 INTERVENTION AND DISCIPLINARY PROCEDURES

Violators of this policy shall be handled by the University conduct system, Staff/Students with disciplinary issues aggravated by ADA will be dealt with using the University disciplinary mechanism, after which they shall be required to undergo ADA counselling sessions with the University counsellors.

The circumstances in which disciplinary action will be taken include, but not limited to:

- i. Refusal of help and/or continued impaired performance, disciplinary action is likely.
- ii. Dismissal/expulsion action may be taken in cases of gross misconduct.
- iii. Possession/dealing in drugs and substances will be reported immediately to the police.

21.1 Staff/student assistance programme (SAP)

Staff/students assistance programme shall be established. This intervention will help members of staff/students struggling with drug and substance abuse problems. Staff/students will be enrolled in any of the above programmes but there will be separate sections for both group and individual therapy.

21.2 Specific interventions offered by professional organizations

There are other international organizations with specific programmes dealing with alcoholics and narcotics such as Alcoholic anonymous (AA) and Narcotics Anonymous (NA) which the ADA unit will partner with for referral services.

21.3 Family education class

Addiction, sadly, is a family disease. The purpose of this class shall be to educate the families of the recovering addicts about the disease of addiction. Family members and guardians will be encouraged to attend classes once a week, but with the client's consent. Information obtained regarding a member of staff or student participating in such programmes or services will be treated as confidential.

21.2 Alcoholics anonymous and narcotics anonymous

Alcoholic anonymous (AA) is an international organization for recovering addicts. It follows the twelve Steps and Traditions of AA. The group meets once a week to discuss issues on addiction especially relapse prevention. In some cases, the AA meetings are held every day at lunch time or in the morning between 7

a.m. and 8 a.m. The recovering addicts share their experiences and encourage one another while holding each other accountable. Since recovery is an on-going process, the recovering addicts will not terminate the AA meetings. Clients who have been through other types of treatment programmes will be encouraged to attend the AA meetings as part of the aftercare plan.

The Narcotics anonymous (NA) is an international organization similar to AA. The NA meetings are aimed at recovering narcotic addicts and the structure is the same as for AA.

22.0 APPENDICES

Appendix I: General effects of various types of substances

Category	Examples	Examples of General Effects
Alcohol	beer, wine, spirits	impaired judgement, slowed reflexes, impaired motor function, sleepiness or drowsiness, coma, overdose may be fatal
Cannabis	marijuana, hashish	distorted sense of time, impaired memory, impaired coordination
Depressants	sleeping medicines, sedatives, some tranquilizers	inattention, slowed reflexes, depression, impaired balance, drowsiness, coma, overdose may be fatal
Hallucinogens	LSD (lysergic acid diethylamide), PCP (phencyclidine), mescaline	inattention, sensory illusions, hallucinations, disorientation, psychosis
Inhalants	hydrocarbons, solvents, gasoline	intoxication similar to alcohol, dizziness, headache
Nicotine	cigarettes, chewing tobacco, snuff	initial stimulant, later depressant effects
Opiates	morphine, heroin, codeine, some prescription pain medications	loss of interest, "nodding", overdose may be fatal. If used by injection, the sharing of needles may spread Hepatitis B, or C and HIV/AIDS.
Stimulants	cocaine, amphetamines	elevated mood, over activity, tension/anxiety, rapid heartbeat, constriction of blood vessels

(Source: Blume, S.B., Alcohol and Drug Abuse in the Encyclopaedia of Occupational Health and Safety 4th edition, International Labour Office, 1998)

Appendix II: Terms of reference for ADA Prevention Unit

The University ADA Prevention Unit shall be charged with the overall responsibility of coordinating all matters relating to prevention and control of ADA in the University, including;

1. Coordination of implementation of preventive, early detection and support activities.
2. Provision of budget proposal on ADA to the University management for approval.
3. Sensitization and awareness campaigns on negative effects of ADA among staff and students.
4. Coordination design and production of information, education and communication materials.
5. Advising management on effective approaches in dealing with ADA concerns including discipline.
6. Lobbying for development and periodic review of the ADA policies within the University.
7. Drawing action plans, monitoring and evaluation, and reporting back the progress to University management and NACADA.

Appendix III: Organizational structure for ADA Prevention Unit

