


Department: Organisational Wide	Description: Standard Policy
Document Name: Alcohol, Tobacco, Illegal Drugs	Issue Date: 28/01/2011
Document ID: HR-0004	

Alcohol, Tobacco, Illegal Drugs

1. Purpose

2. Policy

- Residents
- Staff

REVISED BY: ECM	
AUTHORISED BY: CEO	Signed 
APPROVED BY: CEO	
SECTION	CHANGES IN THIS VERSION
	Effective Date 01/02/2000 Reviewed: 28/01/2011 Modified ID: 31/07/2012

PURPOSE:

To inform staff and residents of their rights and responsibilities in relation to the consumption of alcohol, tobacco and illegal drugs.

POLICY:

1. Residents

1. **Alcohol:** While the Management of the Adventist Retirement Village encourages abstinence, it recognises the right of personal choice. If alcohol is consumed, it must be in the privacy of the resident's room. Excessive use of alcoholic beverages leading to unacceptable behaviour may jeopardise continued residence in the Facility. Staff will not purchase, serve or be responsible for any alcohol on the premises.
2. **Smoking:** For health and safety reasons, and in consideration of other residents, smoking is not permitted. The Adventist Retirement Village is a totally smoke free zone in accordance to our smoke free policy.
3. Residents are expected to conduct themselves in a manner in keeping with the values and standards of the hostel community.

4. Staff

1. Consumption of alcohol or illegal drugs and/or being under the influence of the effects of these substances by on-duty staff is prohibited. Any employee who is found to be under the influence of alcohol or other illegal drugs will not be permitted to work, will not be paid for such time not worked and will be liable for dismissal.
1. For health and safety reasons, and in consideration of other residents, smoking is not permitted. The Adventist Retirement Village is a totally smoke free zone in accordance to our smoke free policy.
2. Staff found smoking on the grounds will be subjected to disciplinary action.

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