

UID policy against abuse of alcohol and drugs

How an employee or a student uses alcohol or drugs in their free time is most often a matter for him- or herself, but if the usage affects safety, work environment, well-being or achievements at work, it also becomes a matter for the University. It is not allowed to be under the influence of alcohol or other drugs during working hours, and the University has a clear policy for how eventual problems with abuse or addiction should be handled and counteracted. Read more (in Swedish):

<http://www.anstalld.umu.se/anstallning-lon-och-personal/rehabilitering/alkohol-och-drogpolitiskt-program/>

Extract from the Alcohol- and Drug Policy for Umeå University

A workplace free from alcohol and drugs is a foundation for a good work environment. At Umeå university, it is not allowed to drink alcohol or take drugs in connection to work or education. At parties, non-alcoholic alternatives shall always be offered. The University is a work place for employees as well as students, and an alcohol- and drug-free work place is a prerequisite for a good work environment.

The University as an employer, the student unions, all staff and students have a shared responsibility to promote an effective and humane work environment without alcohol or other drugs. It is therefore our collective task to put a stop to the abuse of alcohol and other addictive substances.

The overall University goal is to:

- Strive for alcohol- and drug-free work and study environments
- Prevent that the use of alcohol turns into mis-use and addiction
- Through supportive measures work for the rehabilitations of addicts
- Spread relevant information with the purpose of promoting change.

Alcohol- and drug policy for Umeå Institute of Design

The staff and students at Umeå Institute of Design should not use or be affected by alcohol and/or drugs during work hours, and an employee or a student that is under the influence of alcohol or drugs should be sent home from the work place.

All students and staff have the responsibility to react and respond to suspected alcohol- or/and drug abuse, and immediately notify the Head of Department at Umeå Institute of Design, or a student or staff representative from the Equality and Equal treatment group. It's the employer's/educator's responsibility to carry out an investigation, follow the University action plan and follow up the case.

Many people can have some kind of problematic relationship to the use of alcohol or drugs. Addiction is a very late stage of the abuse of alcohol or/and drugs. Therefore, to intervene, ask and care for the well-being of a co-worker or co-student is important to do as early as possible. There are many signals that can be signs of problems with alcohol or drugs, but it is important to remember that it also could be signs of another type of illness. Your role as a leader, co-worker or friend is not to set a diagnosis but to react to signals and act according to the action plan to help and support the person that might need help. Some examples of signals:

- Changed behavior
- Difficulties to focus
- Mood swings

- Job/study performance varies in quality
- Anxiety or increased nervousness
- Often short-time absent from work/studies
- Late arrival
- Unusual excuses for absence

Action guidelines in case of noticed drug-or alcohol abuse

- 1) Inform the Head of Department, the Work environment representative, a representative from the Equality and Equal rights group or other member of the staff immediately if you suspect someone being affected by alcohol or drugs during work hours. The case should come to the Head of Department's notice as soon as possible.
- 2) It is always the nearest teacher, work leader or manager that can judge and decide if a student or staff member seems to be under the influence of alcohol or drugs in a way that endangers him/her or others, and therefore must temporarily be dismissed from UID. The Head of Department and/or Work environment representative should be consulted, but if they are unavailable the decision can be made by the teacher/work leader.
- 3) If deemed relevant for, an immediate alcohol test can be called for at UID by Head of Department or the staff Work environment representative (arbetsmiljöombud). UID has an alcohol measuring device, that can be requested from the Staff administrator.
- 4) If deemed necessary, a suitable person (colleague or co-student) should accompany the person that needs to be sent home.
- 5) The following day, the closest teacher or work leader together with the Head of Department shall have a personal talk with the person that was sent home, to determine if it was a one-time event or if it is a sign of addiction.

Responsibilities for Head of Department

The Head of Department is ultimately responsible for the work environment at UID, and thus for the process of handling any situations related to incidents of alcohol or drug abuse. The head of department should:

- Have a conversation with the person(s) affected, and make clear both the University support offered and where to find additional support (Feelgood, the Student health services and other actors).
- Plan and carry out follow-up meetings and/or rehabilitation process (frequency and structure depends on the severeness of the case).
- Document incidents, the goals of the meetings and eventual improvement or impairment. It is also important to document signs and events between meetings.

Read more in the guidelines for Umeå University: <http://www.anstalld.umu.se/anstallning-lon-och-personal/rehabilitering/alkohol-och-drogpolitiskt-program/>