

Drug and Alcohol Policy

Last Updated: September 2025

Next Update: September 2026



Purpose

The purpose of this Drug and Alcohol Policy is to ensure a safe, productive, and supportive work environment for all employees, tutors, students, and their families. This policy sets clear expectations regarding the use of alcohol, drugs, and other controlled substances within the company, and it outlines the steps the company will take in the event of violations.

Scope

This policy applies to all employees, tutors, contractors, volunteers, and any individuals working with the company or its students.

Prohibited Substances

The following substances are prohibited under this policy:

- **Illegal drugs:** Any drug that is prohibited by law.
- **Prescription drugs:** Any prescription medication that has not been prescribed to the individual or is being misused, including narcotics or medications that impair ability to perform tasks.
- **Alcohol:** The use, possession, or being under the influence of alcohol during work hours or while performing duties related to the company is prohibited.
- **Other controlled substances:** Any substance, including synthetic drugs or performance-enhancing substances, that may impair cognitive or physical abilities.

Workplace Conduct

- **Impairment on the Job:** Tutors and staff members are expected to be in a fit condition to work when interacting with students. Students are expected to be in fit condition to learn during tuition. The consumption of alcohol, illegal drugs, or any controlled substance is

prohibited during working hours, including tutoring sessions, meetings, and events sponsored by the company.

- **Off-Duty Conduct:** While employees are generally free to engage in lawful activities during their off-hours, if their off-duty conduct leads to impairment that affects their work performance or their ability to serve students, appropriate actions will be taken.
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Responsibilities of Employees and Tutors

Self-Reporting: If an employee or tutor is taking prescription medication that could impair their ability to perform their duties (such as medication for pain, anxiety, or sleep disorders), they are responsible for informing their supervisor to ensure they can perform their duties safely.

Student Welfare: Tutors and staff are expected to act in the best interests of students. Any behaviour that could jeopardise student safety, learning, or well-being because of drug or alcohol use is grounds for immediate termination.

Disciplinary Actions

Violation Consequences: Any employee, tutor, or contractor found to be in violation of this policy will face disciplinary action, this may include termination of employment. Any student under the influence will not be able to continue with the rest of the session – parents/carers and any professionals will be informed immediately.

Policy Acknowledgment

All employees, tutors, and contractors will be required to read and acknowledge receipt of this Drug and Alcohol Policy. This acknowledgment will be kept on file.

Review and Modification

This policy will be reviewed periodically and updated as needed to comply with changes in laws and regulations or company practices. Employees and tutors will be notified of any significant changes.