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ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY

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FOREWORD

Alcohol, drug and substance abuse is a major vice in the workplace and has the potential to negatively affect the health, safety and productivity of employees and students. Therefore, the policy has been developed to address existing problems related to workplace Alcohol, Drug and Substance abuse at RU while at the same time operationalizing the preventive measures or programs to such abuses. The policy will apply to all staff and students of Rongo University.

The Policy provides guidelines and standards for managing employees with substance abuse challenges, by putting in place relevant substance abuse intervention programmes. It provides the commitment and responsibility of Management, Heads of Departments, Heads of Sections, staff and students. It also presents a tool for prevention, treatment and management of employees with challenges of workplace substance abuse.

Signature: **Date:**

DR. RACHEL MSAKE

CHAIRPERSON OF COUNCIL

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DEFINITION OF TERMS AS USED IN THE POLICY

- Addiction:** A state of physiological and/or psychological dependence on a substance, especially an illegal drug or one liable to have damaging effect.
- Alcohol:** A beverage that when consumed, changes the way one behaves, speaks and reasons because of its intoxicating effects. The amount taken may determine the effect; a small amount acts as a stimulant, an increased amount acts as a sedative and a larger amount poisons and can kill.
- Client:** A student or a member of staff or a dependent who accepts the assistance of a therapist or a counselor.
- Controlled substances:** Substances (drug), which include opiates, amphetamines, khat, nicotine, alcohol, and any other substance enlisted in the Narcotic Drugs and Psychotropic Substances (Control) Act No.4 of 1994.
- Drugs:** substances that are not food or nutrition, that when put into the body, change the way the body works or the way the person thinks.
- Drug use:** the act of taking drugs.
- Drug abuse:** This is the non-medical use of drugs (alcohol, cigarettes and other chemical substances) that destroys health and productive life of an individual. It is the intentional use of psychoactive substances for the purposes of altering ones psychological state without medical supervision. Drug abuse shall often lead to pathological drug dependence, a condition which the "abuser" is no longer able to control even when the habit is causing serious damage to them or to others.
- Overindulgence:** Too much; pleasure or consumption taken in excess of what is satisfying or necessary.
- Drug paraphernalia:** Refers to equipment, product material that is used or intended for use in concealing an illegal drug. It is also an object intended for use in injecting, ingesting, inhaling, or otherwise, which

introduces an illegal drug or controlled substance into the human body.

- Illegal drug:** A drug that is not allowed by law because of its dangerous effects.
- Licit drug:** A drug that is legally available with or without prescription, for example, over the counter drugs.
- Illicit drug:** A drug that is illegal.
- Intoxication:** Upsetting the normal mental or physical faculties of the body resulting from the introduction of alcoholic beverages and/or drugs into the human body.
- Member of staff:** Anyone who works or renders services to the Rongo University on full-time or part-time, regular or temporary/contract basis and who performs duties, responsibilities and functions as may be assigned by the University.
- Narcotic:** A drug affecting the central nervous system (the brain and the spinal cord) in a way that can produce dizziness, euphoria, loss of memory, lack of coordination and unconsciousness. Many narcotics are derived from the opium poppy.
- Premises:** Refers to grounds (land or buildings) which are owned or rented by Rongo University.
- Reasonable suspicion:** Action which is supported by evidence that is strong enough to establish that a policy breach has occurred.
- Referral:** An oral or written recommendation to a member of staff/student by a manager, supervisor, and student welfare officials to seek assistance for alcohol, drug and substance abuse.
- Rehabilitation:** Refers to residential or non-residential process of medical or psychotherapeutic treatment of alcohol and drug abuse and the general intent is to enable the patient to cease abuse in order to avoid related complications.
- Student(s):** A person or persons as so defined in the University statute who is/are learning or doing research at Rongo University.

Substance Abuse: A maladaptive pattern of use of a substance that is not considered dependent (also known as drug abuse).

The University: Rongo University.

ABBREVIATIONS AND ACRONYMS

| | | |
|---------------|---|---|
| AA | - | Alcoholics Anonymous |
| ADSA | - | Alcohol Drug and Substance Abuse |
| AIDS | - | Acquired Immune Deficiency Syndrome |
| ATS | - | Amphetamine Type Stimulants |
| DIPCA | - | Directorate of Performance Contracting and Appraisal |
| HIV | - | Human Immuno-deficiency Virus |
| NA | - | Narcotics Anonymous |
| NACADA | - | The National Agency for the Campaign Against Drug Abuse |
| ODeL | - | Open Distance and e-Learning |
| RU | - | Rongo University |
| SASS | - | School of Arts and Social Sciences |
| TOR | - | Terms of Reference |
| UNODC | - | United Nations Office on Drugs and Crime |
| USASA | - | University Students Against Substance Abuse |
| WDR | - | World Drug Report |

1. BACKGROUND OF THE UNIVERSITY

1.1 The Vision

A world class technology driven University in learning and practice

1.2 The Mission

To provide quality and innovative higher education through teaching, research and community service

1.3 Core Values

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility

1.4 Mandate of the University

The University derives its mandate from the Rongo University Charter of 7th October, 2016, which stipulates the objects and functions of the University as follows:

- a) provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) advance knowledge and its practical application by research and other means;
- c) disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) make proposals for new academic programmes culminating in degrees, diplomas and certificates;

- g) make proposals for the establishment of colleges, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;
- i) promote education in social dynamics, science and technology within the institution and society;
- j) develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) participate in commercial ventures and activities that promote the objectives of the institution;
- q) foster the general welfare of students and staff;
- r) provide equal opportunity for development and further training for staff of the institution;
- s) develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) provide programmes, products, and services in ways that reflect the principles of equity and social justice;

- u) conduct examinations for, and grant such, academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate; and
- v) generally, facilitate the development and provision of appropriate and accessible academic and other programmes.

2. RATIONALE OF THIS POLICY

Rongo University is committed to promoting the well-being of its community by creating a safe and healthy environment. Additionally, the University recognizes the negative impact that Alcohol, Drug and Substance Abuse may have upon an individual's ability to work or study. The negative impact affects the health and well-being of individual members of staff and students resulting in higher levels of absenteeism. This affects staff and student performance in terms of attendance, efficiency and productivity.

This policy is therefore expected to address existing problems related to workplace Alcohol, Drug and Substance abuse at Rongo University while at the same time operationalizing the preventive measures or programs to such abuses.

3. POLICY OBJECTIVES

This policy is guided by the following objectives:

- a) To enable the University to safeguard the health, welfare and safety of her community through programmes which promote a healthy lifestyle.
- b) To guide the university in providing support systems that mitigate against drug and substance abuse.
- c) To enable the University to identify factors within her environs through research that exposes students and staff to the risk of drugs and substance abuse.
- d) To guide the University in its efforts to coordinate assistance and support programmes for members of its community who have drug and substance abuse problems.

- e) To enable the University to establish a corporate culture and practice that discourages alcohol and drug abuse.
- f) To equip members of the university community with relevant information on drug and substance abuse.
- g) To guide the University in managing the increasing cases of drug and substance abuse through early detection, intervention, treatment and rehabilitation.
- h) To promote confidence and morale, reduce absenteeism and improve productivity and efficiency among staff and students by creating drug and substance abuse free environment.
- i) To promote programmes of education and awareness on drug and substance abuse and available treatment resources to staff and students.
- j) To utilize research findings in evaluation and recommend changes to the policy.

4. GUIDING PRINCIPLES

This policy is guided by the following principles:

- a. Equity in the prevention, treatment and rehabilitation of staff and students.
- b. Recognition of the fact that drug and substance abuse are treatable problems.
- c. Right to consent in which the affected staff and students are informed about the programs of ADSA to enable them make informed decisions.
- d. Respect to the right of confidentiality.
- e. Endeavoring to make the University a drug free environment.

5. GUIDING VALUES

- a. Confidentiality
- b. Respect
- c. Honesty/Transparency
- d. Empathy
- e. Promptness

6. SCOPE AND APPLICATION OF THE POLICY

This policy applies to:

- a. All members of staff;

- b. All students; and
- c. Those providing services within the University and the Learning Centres.

7. COMMITMENT AND RESPONSIBILITY OF THE UNIVERSITY

The University recognizes Alcohol, Drug and Substance Abuse as a major challenge to the development of its human capital and the effect it has on its core business of providing quality education. It, therefore, does not tolerate Alcohol, Drug and Substance Abuse or possession of narcotics within its premises.

This policy outlines the roles played by various stakeholders in the University in making it a drug free environment. The stakeholders include: management; heads of departments/sections; staff and students.

7.1 Management

The Rongo University management shall:

- a. Constitute an Alcohol, Drug and Substance Abuse (ADSA) committee at the main campus and sub-committees where necessary for effective service delivery.
- b. Develop and provide student-led prevention programs through USASA to promote healthy and responsible behavior.
- c. Integrate and mainstream issues relating to ADSA in all its operations.
- d. Encourage, support and facilitate regular fora among and between stakeholders of the Rongo University community for the purpose of prevention and management of alcohol, drug and substance abuse.
- e. Facilitate staff and student participation not only through USASA but also in national and international fora on alcohol, drug and substance abuse.
- f. Be committed to providing a safe and healthy learning and working environment to the University community, while ensuring the right to access holistic and affordable care and support.

- g. Be responsible and accountable for implementation of this policy by developing effective partnership and collaboration with the Rongo University community, government, local, regional and international organizations and other stakeholders, to enhance the successful implementation of this policy.
- h. Utilize its own establishments in maintaining effective communication channels for all its stakeholders to raise concerns and grievances in regard to alcohol, drug and substance abuse related issues.
- i. Uphold the right to universal fair labour practices of every person.

7.2 Head of Departments/ Sections

Head of departments/sections are expected to:

- a. Communicate and implement the drug abuse plan to staff and students.
- b. Identify staff and students who abuse alcohol, drugs and substances and take appropriate action.
- c. Suggest appropriate referral for staff with alcohol, drug and substance abuse problems.
- d. Provide psychosocial support to staff struggling with drug and substance abuse.
- e. Encourage members of the department to participate in seminars and workshops organized by the university on drug and substance related issues.

7.3 Staff

The staff are expected to:

- a. Ensure they are not under influence of any illicit drug while on duty.
- b. Take appropriate action to help a colleague who may be abusing alcohol, drug and substance
- c. Understand that problems related to drug and substance abuse are no excuse for poor or unsafe action.
- d. Seek appropriate help in time when they have a drug problem.
- e. Follow the treatment and aftercare programmes as recommended by professionals.
- f. Provide evidence upon completion of the treatment.

7.4 Students

Students are expected to:

- a. Familiarize themselves with the risk associated to alcohol, drug and substance abuse.
- b. Assist the University in creating drug-free environment by not engaging in drug and substance abuse activities.
- c. Voluntarily seek appropriate help for their drug and substance abuse problems.
- d. Assist fellow students who may be struggling with drug and substance abuse by referring them to appropriate sources of help.
- e. Attend and participate in drug and substance abuse related seminars and workshops organized by the University.
- f. Actively participate in drug and substance abuse campaigns within and outside the University
- g. Notify the wardens, janitors/security or hostel department concerning any alcohol and drug violations.

8. ALCOHOL USE AT UNIVERSITY EVENTS

The University reserves the rights to deny or limit the consumption of alcoholic beverages on the campus. No alcoholic beverages shall be consumed on University property without the latter's prior written approval. Drunkenness is not allowed in authorized University Functions.

The event organizers have the following responsibilities:

- a. Obtain appropriate permission from the relevant authority.
- b. Ensure that alcohol is not served to minors.
- c. Ensure that normalcy is maintained by preventing abusive and unsafe behavior.
- d. Ensure there is adequate security.
- e. Identify and minimize alcohol related cases.
- f. Keep the event within the stipulated time.
- g. Evaluate an event where problems occurred so as to avoid repetition of similar situations in future.

9. PREVENTION AND INTERVENTION MEASURES AND PROGRAMMES FOR STAFF AND STUDENTS.

9.1 Prevention Through Information, Education and Training

Rongo University recognizes Alcohol, Drug and Substance Abuse as a treatable condition and offers programmes and services for University staff and students with drug addiction problems. They are encouraged to seek assistance, as appropriate, from available support programmes: health clinic and Counseling or psychological services available at Rongo University counseling center.

The policy shall focus on prevention aspects of alcohol, drug and substance abuse through the following:

- a. Definition of illegal drugs, substances and alcohol
- b. Various forms of illegal drugs, substances and alcohol.
- c. Information on effects of illegal drugs, substances and alcohol on human health, academics and careers.
- d. Training of staff on identification of individuals with alcohol and drug related problems and possible remedies to help the affected individuals.

Training shall be given by the University counselors, peer educators and relevant hospital personnel.

9.2 Intervention

Intervention is a key element to maintaining a safe and healthy work place/institution of higher learning free from drug and substance abuse. Intervention can either be voluntary or mandatory. Voluntary intervention is willingness by the affected individual to seek appropriate help or enter a rehabilitation programme for drug and substance abuse treatment. Mandatory intervention occurs when there is a reasonable evidence to indicate that a person is abusing drugs or is not functioning effectively.

The goal of ADSA counseling services is to help clients struggling with drug and substance abuse lead a drug free life and become productive members of the society. This will be done through intensive counseling and case management by personnel that are specialized in the Alcohol Drug and Substance Abuse.

The specific interventions include:

- a. Staff and students who suffer from ADSA shall seek professional advice from the University counselors, peer educators and hospital personnel.
- b. The serious or extreme cases shall be referred to recommended rehabilitation centers.
- c. Form AA groups for support of recovering Alcohol and Drug Abuse persons.
- d. Develop SSAP to support persons with ADSA in the recovery process.
- e. Family Education Class shall be constituted to educate the family members of the recovering addicts about the disease of addiction but with the client's consent.

9.3 Programmes

9.3.1 Types of programmes

Outpatient programmes

Clients enrolled in this programme will attend weekly individual counseling sessions for at least eight weeks. Such clients will be those in the early or experimental stages of drug abuse. The Psy-social assessment administered at the Rongo University Counseling Center will help to determine the right candidates for this programme.

a. Day treatment programmes

The day treatment programme shall be more intensive than the Outpatient one. These clients shall spend most of the time in the intensive programme activity between 8.00 am to 5.00 pm on weekdays.

b. Family education class

The purpose of this class shall be to educate the families of the recovering addicts about the disease of addiction. Family members and guardians shall be encouraged to attend classes once a week, but with the client's consent.

c. Alcoholics Anonymous (AA)

This is an international organization for recovering addicts. It follows twelve steps and traditions of Alcoholics Anonymous. The groups meet once in a week to discuss

issues on addiction especially relapse prevention. The recovering addicts share their experiences and encourage one another while holding each other accountable.

d. Staff/ Student Assistance Programme (SSAP)

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

10. SANCTIONS

While Rongo University has put in place services to help in dealing with alcohol, drug and substance abuse, it is the staff's and student's responsibility to maintain physical, mental and social health so that effective functioning is realized within the University. Therefore:

- a. Any member of staff or student, who possesses, abuses, produces or distributes alcohol, drugs or any controlled substance shall be subjected to disciplinary action(s). Those actions may include a student's removal from University residential halls, suspension or expulsion.
- b. Members of staff who violate Drug Policy may face action in accordance with University statutes.
- c. Any member of staff/student that intentionally violates any aspect of this Policy shall be subject to discharge/expulsion.
- d. A member of staff /student may be required to participate in rehabilitation as a condition of continued employment/studies. In such a case, the victim will be required to produce a certificate of completion of rehabilitation services.
- e. Rongo University retains full and final discretion on whether, when, and under what conditions a member of staff/student may be re-employed/re-admitted after an instance where the member of staff/student has violated the Policy.
- f. A member of staff/student's decision to seek voluntary help (before one is found to have violated the policy) shall not be used as a basis for disciplinary action.

11. POLICY GUIDELINES

The University is aware that there is alcohol, drug and substance abuse among members of its community. Cases are identified by various arms of the University and are attended to at the Clinic and Student Welfare Department.

12. MISCONDUCT

No member of staff or student shall use alcohol and drug abuse as a reason for failing to perform duty, complete assignments, attend lectures, undertake field trips or write examinations. If a member of staff or student is known to be or strongly suspected of being intoxicated during working/class hours, the relevant authorities shall be alerted. Arrangements shall be made for the member of staff or student to be escorted immediately to the security Department. Disciplinary action shall be considered when the person has had time to sober up. The policy and procedures distinguish between:

- a) Over-indulgence which results in socially unacceptable or even dangerous behaviour but which is not related to a physical or psychological dependence.
- b) Where a person's dependency continually or repeatedly interferes with their work. The former type of behaviour shall be treated as a conduct problem, which may merit disciplinary action, while the latter shall initially be seen as an ill-health issue and treated as such.

The nature and appropriateness of disciplinary action shall depend on such considerations as:

- a. The seriousness of the misconduct.
- b. Clear rules warning members of staff what shall happen if an offence is committed
- c. Consistency in applying rules.
- d. Type of work/course done by the member of staff or student, for example, the safety risks of a member of staff being under the influence of alcohol shall be considered.

The University shall consider each case individually and endeavor to act reasonably. Off-duty drink or drug misuse may lead to disciplinary procedures if they affect job performance. The University shall obtain medical advice and discuss the matter with the member of staff or student before deciding whether rehabilitation is feasible. All practicable steps shall be taken to establish the true position regarding alcohol, drug or substance abuse. The length of time which is acceptable before taking action shall

vary. The University shall ensure that the timescale allowed is reasonable. Relevant considerations shall include but are not limited to:

- a) The member of staff or student's willingness and commitment to obtaining treatment.
- b) The estimated duration of any absence during treatment.
- c) The urgency to have the staff work done.
- d) The ease of providing cover or re-assigning duties for members of staff.
- e) The availability of support agencies.
- f) The detail of the treatment plan.

13. BREACH OF POLICY

A breach of policy shall include, but not be limited to, growing, manufacturing, trafficking, sale, possession, and use of prohibited drugs, drug paraphernalia and substances in the University premises. The use of Marijuana, Cocaine, Opiates, Amphetamines, Solvents and Phencyclidine amongst others by any member of staff or student shall also be considered prohibited at all times. Members of staff and students who violate these provisions of the policy shall be disciplined according to the provision of the rules, laws and safety regulations governing members of staff and students conduct in the University. Law enforcement agencies shall be notified, as appropriate, when criminal activity occurs or is suspected.

This policy operates under the principle of second chance that encourages the rehabilitation and reintegration of members of staff and students who have been affected by alcohol, drug and substance abuse.

14. IMPLEMENTATION GUIDELINE

- a. The overall implementation of the policy lies with the Rongo University management.
- b. The University shall establish an appropriate budget for the implementation of the policy.
- c. Collaborating with community and other institutions and agencies.
- d. Human Resource Manager/Registrar (Academic) to reach all staff and students to ensure the policy is available to them.
- e. The University Newsletters shall be used to disseminate and publicize the information on the policy and frequent training.

15. MONITORING AND EVALUATION

This policy advocates for continuous research, monitoring and evaluation for effective and efficient service delivery. This shall generate information necessary for monitoring and assessing the impact of Alcohol, Drug and Substance Abuse services among the students or staff studying/working in harmony with existing Rongo University structures. This shall be used to formulate intervention programmes that will address appropriate Alcohol, Drug and Substance Abuse needs for both students and staff.

16. POLICY REVIEW

Whereas the University shall support this policy, periodic reports shall be made using findings from ongoing research on Alcohol, Drug and Substance Abuse. These findings shall be utilized to make relevant adjustments to the policy after every four years. A base line survey shall be conducted yearly for first year students and then a post-review survey shall be conducted before the students graduate. The policy shall then be reviewed by Council from time to time.

References

1. Rongo University (2014). A survey on Alcohol, Drug and Substance Abuse Survey. Unpublished.
2. Kemei C. Ronoh (2014). Effectiveness of Drug and Substance Abuse Prevention Programmes in Selected Public and Private Universities in Kenya. Unpublished.