



UMEÅ UNIVERSITY

PROCEDURES FOR ALCOHOL AND DRUGS AT UMEÅ UNIVERSITY

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

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1. Description

The purpose of the Procedures for alcohol and drugs is to ensure an alcohol-free and drug-free work and study environment. Staff and students who exhibit signs of alcohol- or drug-related ill health must be offered help and support. Rehabilitation must be offered whenever it is confirmed that someone has problems related to alcohol or drugs.

2. Background

An alcohol- and drug-free workplace is a prerequisite for a healthy work environment. At Umeå University, it is prohibited to drink alcohol or take drugs in conjunction with working or teaching. Nor is it permitted to attend the workplace² while under the influence of alcohol or drugs. The purpose of such restrictions is to create a safe workplace and good work environment for staff, students and anyone else who may be on campus.

Employees and students at Umeå University have a common responsibility to actively participate in alcohol- and drug-prevention work at all levels of the organisation and to promote an open climate of discussion around alcohol and drugs. Non-alcoholic alternatives must always be offered at parties. Staff and students who exhibit signs of alcohol- or drug-related ill health must be offered help and support.

The student and work environment perspectives have been integrated into the following procedure. Due to the content and nature of the document, collaboration, sustainability, accessibility and international perspectives have not been integrated. Given its nature, this policy document is not considered to have any consequences for gender equality at Umeå University.

This procedure replaces the document *Alkohol- och drogpolitiskt program för Umeå universitet* (Reg. no. 102-1886-05).

3. Employees

Managers with staff responsibility are responsible for their own staff's work environment and rehabilitation needs. "The employer must take all necessary measures to prevent the employee from being exposed to illness or accidents" Chapter 3, Section 2 of the Swedish Work Environment Act (SFS 1977:1160) and the Swedish Work Environment Authority's Statute Book – Work Adaption and Rehabilitation (AFS 1994:1). A manager who suspects that an employee has

² All of the University's premises, and anywhere else that University employees work, teach or examine.

problems with alcohol or drugs is responsible for ensuring that support is provided and any necessary rehabilitation measures implemented.

Managers in need of advice and support can turn to:

- HR support functions at their department or faculty;
- HR support functions at the Human Resources Offices; or
- the University's occupational health service (OHS).

3.1 In the event of suspected alcohol- or drug-related ill health

In order to quickly offer help to employees, it is important to be aware of and act on any signs of alcohol- or drug-related ill health.

Signs of alcohol- or drug-related ill health are grounds for the manager to book a meeting with the employee in question. The purpose of such a meeting is to identify the underlying causes. Bear in mind that the signs that raised a suspicion may be rooted in something other than alcohol- or drug-related ill health.

The Human Resources Office and the OHS are always available to advise and support the manager, both before and after the meeting.

3.2 Under the influence in the workplace

- If an employee is under the influence during working hours, this should always be considered a sign of alcohol- or drug-related ill health. The manager is responsible for ensuring that the employee arrives home or, if necessary, visits a healthcare provider, in a safe and secure manner. The employee is subject to a salary deduction pursuant to Chapter 6, Section 3 of the collective agreement Villkorsavtal.
- The manager is to book a follow-up meeting at the earliest opportunity. Before the meeting, the employee must be informed of the right to have a union representative or someone else they trust in attendance at the meeting. Documented events and observations are to be discussed at the meeting. The discussion also serves the purpose of making the employer's position on such matters clear and informing the individual that an appointment with the OHS will be made on their behalf.



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3.3 Rehabilitation investigation, measures and follow-up

Indications of alcohol- or drug-related ill health must always prompt an investigation by the OHS. The manager contacts the OHS to book an appointment to map the situation and the employee's relationship with alcohol and drugs. The visit begins with a discussion with the employee and manager. The OHS's investigation is conducted together with the employee. Once the investigation is complete, the employee and their manager will receive feedback at the same time.

Rehabilitation must be offered whenever it is confirmed that someone has problems related to alcohol or drugs. The aim of rehabilitation is to ensure that the individual is able to function well in their job and thus fulfil their undertakings. The OHS will invite the manager and employee to a meeting. The purpose of this meeting is to establish a rehabilitation agreement on necessary measures.

The rehabilitation agreement must state:

- the activities the employer undertakes to offer;
- the activities the employee undertakes to complete;
- the support deemed appropriate;
- how the ongoing exchange of information between the employee, manager and OHS is to be dealt with; and
- how attendance at and absence from the workplace is to be dealt with.

See Appendix 1.

The manager is responsible for continuously monitoring the rehabilitation agreement. HR support functions at the department or faculty may provide support at these meetings. The employee must be informed of the right to have a union representative or someone else they trust in attendance at the meeting. New rehabilitation measures may be necessary depending on how earlier measures have worked.

3.4 When an employee declines to participate in rehabilitation

If an employee does not wish to participate in investigating the underlying causes of events, declines the proposed rehabilitation measures or discontinues the agreed rehabilitation programme, the consequences of such action must be made clear by the manager in writing. Even if the individual declines to participate in rehabilitation, the manager must continuously monitor their work situation. In certain cases, having consulted with the Human Resources Office, it may be

appropriate for the manager to initiate one or more support measures. Such initiatives must always be warranted given the nature of the events and incidents in which the individual has been involved.

Should the employee fail to fulfil their obligations pursuant to the employment contract, their employment may be terminated based on circumstances relating to the employee personally pursuant to the Swedish Employment Protection Act (SFS 1982:80).

3.5 Documentation

All meetings, action plans and initiatives by the employer related to the abuse of alcohol or drugs must be documented in the rehabilitation tool Adato. It is vital that this is done in accordance with rules on confidentiality and the processing of personal data, so that the data is processed correctly. The head of department or equivalent must always reach agreement with the employee about which information may be disclosed to others.

4. Students

The University bears overall responsibility for students' work environment. The head of department is responsible for taking appropriate action when a student exhibits signs of alcohol- or drug-related ill health.

For advice and support, the head of department may turn to:

- HR support functions at their department or faculty;
- HR support functions at the Human Resources Offices; or
- the Student Health Service.

4.1 In the event of suspected alcohol- or drug-related ill health

In order to quickly offer help to students, it is important that teachers, study counsellors and other staff act on suspicions that a student is suffering from alcohol- or drug-related ill health, in which case, the head of department must be informed.

The head of department will book a meeting with the student to discuss the situation. The student must be informed beforehand of their right to bring someone to support them at the meeting, such as a representative of the student union or someone else they trust.



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The head of department can always refer the student to the Student Health Service for advice and support. If the student consents, the head of department can contact the Student Health Service on their behalf.

4.2 Under the influence during teacher directed learning or on the University's premises

- If a student is perceived to be under the influence during teacher directed learning or elsewhere on the University's premises, this is always considered a sign of alcohol- or drug-related ill health. The teacher's or other member of staff's assessment of the situation determines which action should be considered. For example, the teacher may suggest a pause, during which they can ask to speak to the individual in question or seek/fetch help, or they may ask the individual to leave the lecture or contact a security guard.³ In the event that the individual is deemed to present a potential hazard to themselves or others, the police or healthcare should be contacted.
- If possible, the head of the department at which the student is enrolled is to be contacted and informed of the situation.
- If the head of department is made aware of the situation, they must book a follow-up meeting with the student at the earliest opportunity. The student must be informed beforehand of their right to bring someone to support them at the meeting, such as a representative of the student union or someone else they trust.
- The student must be informed that their behaviour is in breach of the University's rules and of the possible consequences of repeating such behaviour, see under the heading "Disciplinary measures and expulsion from studies". The student must also be informed of the support available to them to facilitate their continued studies.
- The student must be referred to the Student Health Service. If the student consents, the head of department can contact the Student Health Service on their behalf.

4.3 Disciplinary measures and expulsion from studies

The head of department should inform the student of the disciplinary measures at the University's disposal.

³ The telephone number for security guards is +46 90 786 76 00.

- According to Chapter 10, Sections 1 and 2 of the Swedish Higher Education Ordinance (SFS 1993:100), disciplinary measures may be invoked against students who disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution, or disrupt activities in the library of the higher education institution or other separate establishments at the institution. The disciplinary measures comprise warnings and suspension.
- According to Chapter 4, Section 6 of the Swedish Higher Education Act (SFS 1992:1434), a student may be expelled from studies for the abuse of alcohol or drugs. A further requirement for expulsion is that a palpable risk is considered to exist that the student can harm another person or damage valuable property during her or his studies. An expulsion decision applies until further notice and means that the student is prohibited from continuing their studies.

4.4 Documentation

All meetings related to the abuse of alcohol or drugs are to be documented. It is vital that this is done in accordance with rules on confidentiality and the processing of personal data, so that the data is processed correctly.

5. Division of responsibility

The Vice-Chancellor of Umeå University bears overall responsibility for the work environment at the University.

The dean or equivalent is in charge of systematic work environment management at the faculty or equivalent and is to delegate work environment tasks in writing to heads of department or equivalent.

Once they have signed the delegation form, the head of department or equivalent is responsible for the department or office's systematic work environment management in accordance with the dean's written delegation of authority.

The head of department or equivalent must:

- inform all of their staff of work environment policy and rules;
- remain aware of early signs of alcohol- or drug-related ill health;
- act appropriately at any signs of ill health and offer the employee support; and
- ensure that a rehabilitation investigation and appropriate rehabilitation and work adaption measures are implemented for the employee.

Employees and students at Umeå University have a responsibility to contribute to a good work environment, comply with rules and instructions issued by the



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University and recognise that we are all part of one another's work environment and behave accordingly.

If an employee or student notices signs, or otherwise becomes aware, that a colleague or fellow student is suffering from alcohol- or drug-related ill health, they should:

- speak to the person to show that they care; and
- inform the responsible manager. Protecting the individual and hiding their mistakes may enable the continued harmful substance abuse.
- If suspicions relate to your line manager, inform their superior.

6. Occupational health service and the Student Health Service

6.1 The University's occupational health service (OHS)

The University's OHS has a specific task to prevent and eradicate health hazards in the workplace. All employees of the University are entitled to contact the OHS for help with work-related problems. This means that everyone on Umeå University's payroll has the right to occupational healthcare, including doctoral students and visiting research fellows. The OHS has a duty of confidentiality.

As an independent party with interdisciplinary expertise, the OHS is tasked with preventing ill health, promoting health and providing aftercare. Indications of alcohol- or drug-related ill health must always prompt an investigation by the OHS. The purpose of such an investigation is to assess the situation and recommend further action. The responsible manager may contact the OHS to book an appointment together with the employee.

6.2 Student Health Service

The overriding purpose of the Student Health Service is to help students to complete their studies in good health. The Student Health Service works to promote health and prevent ill health and, when necessary, it will refer students to other healthcare providers. The Student Health Service is available to all students at Umeå University.

The Student Health Service has staff who specialise in issues related to alcohol and drugs. Students who need help or advice, regarding themselves or someone else, can contact the Student Health Service to book an appointment. The Student Health Service is bound by a duty of confidentiality.

Contact channels for students

Students can contact the Student Health Service on +46 90 786 50 00 or drop in at Infocenter on Campus Umeå. Further information about the Student Health Service can be found on the student website.

Contact channels for employees

Employees who are concerned about an individual student are welcome to refer the student to contact the Student Health Service themselves. Members of staff who wish to consult the Student Health Service on a matter concerning a student can get in touch by telephone or email.

Staff at the Student Health Service can be contacted via Infocenter on +46 90 786 50 00 or online.

7. Terminology

Alcohol- or drug-related ill health

When alcohol consumption has a negative impact on physical and/or mental health, the resulting condition is classified as alcohol-related ill health. In terms of other drugs, all consumption is considered harmful, unhealthy and prohibited.

Drugs

The term drugs refers to narcotics, pharmaceuticals the use of which is not medically motivated, and any other mind-altering or addictive substances. All consumption of such drugs is considered prohibited.

Workplace

All of the University's premises, and anywhere else that University employees work, teach or examine.

8. Other internal regulations

Rules regarding events on the University's premises in the evening, at weekends and on public holidays at which alcohol is served.

Rules regarding buying or serving alcohol when entertaining on behalf of the University, refer to Ekonomihandboken, section 8.1.4 *Representation och alkohol*.



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Appendix 1

Examples clauses from rehabilitation agreements due to alcohol- or drug-related ill health

Both parties to an employment contract have rights and obligations. For an appointment to succeed, both parties must fulfil their obligations.

Among other things, employees undertake not to use drugs or alcohol during working hours, and not to allow use outside of work to affect the employee's ability to perform their duties.

The purpose of rehabilitation agreements is to specify the requirements that the employer places on the employee and the support that the employee needs and can expect from the employer in order to meet those requirements.

The following points are suggestions regarding what clauses a rehabilitation agreement might contain. Rehabilitation agreements must be adapted to the individual employee and situation. Consult the University's OHS and/or Human Resources Office.

- Exchange of information: how managers and the OHS can inform each other about the progress of rehabilitation, such as whether treatment is being followed, proposed measures, test results, etc.
- Activities such as work adaption, duties and working hours during rehabilitation.
- Activities such as counselling, individual or group addiction treatment.
- How attendance at and absence from the workplace is to be regulated. Whether a doctor's certificate is required from the first day of sick leave. How leave should be planned. For example, that all leave must be applied for in good time. For this purpose, *good time* refers to legal and contractual provisions applicable to summer holidays, parental leave and leave of absence. Absence that is not supported by legal or contractual provisions may be subject to a salary deduction pursuant to Chapter 6, Section 3 of the collective agreement Villkorsavtal.
- Control functions such as doctor's certificates from the first day of leave, random breathalysers, drug tests and blood tests.
- Monitoring: the manager and employee must regularly follow up the progress of rehabilitation. Other parties may attend meetings (representatives of a trade union, OSH, Försäkringskassan, etc.).
- The length of the agreements must be stated (starting date and end date).

- Both the employer's representative and the employee must sign the agreement in two identical copies.

Please note that a breach of the agreement on the part of the employee is not grounds for dismissal, as relapse is often part of the disease profile. See "When an employee declines to participate in rehabilitation", Section 3.4 of the Procedures for alcohol and drugs at Umeå University.