



DECISION

Reg. No.  
PE 2012/726

Date 2012-12-20

Vice-Chancellor

## **Alcohol and other drugs – common guidelines and procedures at Lund University**

### **Background**

Lund University has had an action plan for issues relating to alcohol (reg. no F 79 4123/98) since 1998. As this action plan has become outdated, new guidelines have been drawn up with associated routines.

A working group composed of representatives from the faculties, staff organisations, Occupational Health Service, Doctoral Student Ombudsman and Human Resources has drawn up a proposal for guidelines and procedures applicable to employees.

A working group composed of representatives from the students' unions (LUS), Student Health Centre and Human Resources has devised procedures applicable to students.

The proposed guidelines were negotiated in accordance with the Employment (Co-Determination in the Workplace) Act on 16 October 2012 and have gained support from the Health and Safety Committee, the University management and students' unions.

### **Decision**

The University decides to adopt the guidelines on alcohol and other drugs, and the associated appendices covering procedures from a staff welfare perspective. It also decides that an evaluation and update of the guidelines and procedures will be carried out in two years.

The decision on this matter was made by the undersigned Vice-Chancellor in the presence of the Head of University Administration, Susanne Kristensson, after a briefing by Human Resources Consultant, Mona Hansson.

Per Eriksson

Mona Hansson  
(Human Resources)

Copies

Faculty offices Division heads

Specialised centres (USV) (Anita  
Nilsson)

Occupational Health Service

Student Health Centre

Staff organisations

Students' unions (LUS)

Rules and regulations



**LUND**  
UNIVERSITY

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# **Alcohol and other drugs**

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**Common guidelines and procedures at  
Lund University**

## Guidelines on alcohol and other drugs

Lund University strives to be an alcohol and drug-free work and study environment, in order to promote staff welfare and provide a good work environment. Illegal and unauthorised handling and use of narcotic and doping-classified substances is not compatible with employment or study at Lund University. All employees and students have a responsibility to ensure these guidelines are applied at Lund University. Handling of alcohol and drugs in the context of education and research comes under different rules.

The aim of Lund University's guidelines on alcohol and other drugs is to

- ensure an alcohol and drug-free work and study environment
- prevent alcohol and/or drug-related accidents
- prevent impairment of work or study performance due to intake of alcohol and/or drugs
- identify and take measures to address problems at an early stage, thus preventing illness and exclusion due to alcohol and drug use

At Lund University, working or studying under the influence of alcohol or drugs is prohibited, as is allowing use of alcohol and drugs outside the workplace or studies to have an impact on efficiency, safety or the comfort of others at work. Every head of department or equivalent manager who has reason to suspect or who knows that an employee or student has problems that are adversely affecting his or her work/studies should discuss this with the individual in private. All employees at the University have a responsibility to help colleagues who abuse alcohol and/or drugs. If an employee suspects that a colleague has problems with alcohol and/or drugs, he or she shall inform the head of department or equivalent. Not speaking up out of loyalty to the alcohol or drug abuser does not help the person with the problem.

Lund University has a responsibility to help employees with rehabilitation. Employees with alcohol and/or drug addictions shall be offered relevant treatment in combination with demands on the employee. The employer is responsible for investigating the problem, putting in place rehabilitation measures and following up the rehabilitation programme. Documentation of incidents and measures taken are crucial in the work to rehabilitate employees with alcohol

and/or drug-related problems. The employee has a duty to participate in his or her rehabilitation.

Alcohol may be served at staff parties and when entertaining guests, but this must be approved by the head of department or equivalent. Good judgement shall be used regarding alcohol consumption, and alcohol-free alternatives shall always be offered. No one should feel that their choice is called into question if they elect not to drink alcohol.

Lund University has a responsibility to put in preventive measures for students and to support students who are suspected to have problems with alcohol and/or drugs.

Those in management positions have a duty to ensure that the guidelines on alcohol and other drugs are followed in the workplace. Human Resources help to provide training and information on these issues. The staff organisations also help to ensure that the guidelines are applied consistently.

## Procedures for addressing alcohol and drug problems among staff

These procedures are based on the Lund University guidelines on alcohol and other drugs (reg. no PE 2012/726) and the Swedish Work Environment Authority regulations on adaptation and rehabilitation (Arbetsanpassning och rehabilitering, AFS 1994:1) and serve as an aid in the work on these issues. The procedures indicate how the guidelines are to be implemented and address roles and responsibilities, routines and measures.

## Roles and responsibilities

### *Human Resources*

- create routines to ensure that information and training is provided and followed up
- ensure that information about the guidelines and procedures for alcohol and drugs is included in the induction procedures for new staff
- offer support to local human resources officers

***Local human resources officers***

- guide and support managers in alcohol and drug-related issues and also assist with the rehabilitation measures that may be necessary and with the drawing up of treatment contracts

***Heads of department or equivalent managers***

- embed the guidelines and procedures for alcohol and other drugs in the daily operations of the department
- make staff aware of the aim of the guidelines
- act as early as possible on suspicions that an employee may have a problem
- document all incidents and measures taken
- initiate and follow established routines for adaptation and rehabilitation and draw up a treatment contract where applicable
- offer support to the employee before, during and after any treatment

***Occupational Health Service***

- after a request from a head of department or equivalent manager, call an initial meeting with those concerned as soon as possible to clarify questions relevant to a possible assessment and recommendation of measures. Important parties to attend are the employee concerned, his or her line manager, a representative of human resources and a union representative where applicable
- help with the drawing up of a treatment contract in cases where regular tests are to be carried out by the Occupational Health Service or where a referral is needed to an external treatment provider in the field of alcohol/drugs
- in contact with employees, actively investigate whether alcohol and drugs also have an impact on the individual's fitness to work and recommend action where necessary

***Employees***

- keep themselves informed of Lund University's guidelines and procedures for alcohol and other drugs
- who use medication that can have an impact on the fitness to work are urged to report this to their line manager
- be alert to whether a colleague has a problem with alcohol and/or drugs

- inform the head of department or equivalent if they suspect that a colleague has a problem with alcohol and/or drugs
- manage their alcohol consumption so that it does not have a negative impact on their work, safety or the work environment
- take an active part in the planning and implementation of their own rehabilitation

### ***Staff organisations***

- help to ensure that the Lund University guidelines and procedures for alcohol and other drugs are applied consistently
- offer support to their members

### **Procedures**

The sooner an individual's alcohol/drug abuse problem is brought to light and treated, the greater the likelihood of overcoming the problem. Interfering and asking questions is caring!

When a manager suspects that an employee has some form of problem, the manager should discuss the matter with the employee. Problems may be due to different causes and a manager should not try to diagnose. Remember to document both the reasons for the conversation and what is said. Personal information connected to problems is confidential and documentation concerning individual cases should be locked away.

Early signs of alcohol and drug problems may include:

- a deterioration in performance at work
- appearing to be unbalanced
- difficulty getting to work on time
- reduced interest in clothing and personal hygiene
- smelling of alcohol
- repeated short absences, especially following weekends and holidays
- annual leave, unpaid leave and 'working from home' without prior notification

### ***Measures to be taken if an employee is under the influence of alcohol or drugs in the workplace***

- send the employee home immediately in a safe manner
- if the employee is judged to be in a very poor state, obtain medical care

- the head of department or equivalent should contact the local human resources officer and the Occupational Health Service for advice
- the head of department or equivalent should contact the employee the day after the incident to make an appointment for a meeting. Inform the employee that support is available from his or her union

### ***In connection with treatment***

An agreement must be signed with the employee in connection with treatment. The agreement should state that if the terms of the agreement are not met or if the individual falls back into substance abuse, the employer has the right to take measures that may affect the individual's employment.

The cost of any treatment is usually shared between the department, faculty and Human Resources.

### ***After treatment***

After treatment, plans should be made for a return to work, with continual follow-up meetings. Testing may form part of the follow-up. For continued support following treatment and to prevent a relapse, there must be an open attitude in the workplace. The employee should be asked how he/she wants his/her colleagues to be informed about the situation. In order to combat isolation, it is important that the employee quickly gets into social interaction with his or her colleagues.

### ***Internal contact list***

Local human resources officer

Occupational Health Service tel. 046 222 32 80

Human Resources tel. 046 222 49 19, 046 222 70 27

University security service tel. 046 222 07 00

Staff organisations:

Saco/S tel. 046 222 93 64

SEKO tel. 046 222 93 66, 046 222 93 61

OFR/S tel. 046 222 93 63

### ***External contact list***

AA Alcoholics Anonymous tel. 08 720 38 42

Addiction Centre, Skåne University Hospital, Malmö, tel. 040 33 16  
00

En dag i taget tel. 046 14 40 45

Nämndemansgården tel. 046 20 75 00

The health advice line (Sjukvårdsupplysningen) tel. 1177

Primary care centre/GP

## Procedures for addressing alcohol and drug problems among students

These procedures are based on the Lund University guidelines on alcohol and other drugs (reg. no PE 2012/726) and serves as an aid in the work on these issues. It is the responsibility of the University to inform staff and students about applicable guidelines and routines for the work on alcohol and drugs, and about what these entail. The procedures described here indicate how the guidelines are to be implemented and address roles and responsibilities, routines and measures.

### **Roles and responsibilities**

#### ***Human Resources***

- create routines to ensure that information and training is provided to heads of department or equivalent managers in charge of the study environment

#### ***Heads of department or equivalent managers in charge of the study environment***

- embed the guidelines and procedures for alcohol and other drugs in the daily operations of the department
- make students aware of the aims of the guidelines
- act as early as possible on suspicions that a student may have a problem
- document all incidents and measures taken
- initiate and follow established routines for adaptation
- offer support to the student before, during and after any treatment

#### ***Student Health Centre***

- raise the issue of alcohol consumption with students visiting the Student Health Centre
- assist heads of department or equivalent managers in charge of the study environment in cases where a student is suspected to have a problem with alcohol/drug abuse
- offer counselling to students whose alcohol consumption puts them at risk
- refer/direct students to the public health service as necessary
- carry out preventive measures to combat alcohol and drug abuse

### ***Students***

- manage their alcohol consumption so that it does not have a negative impact on their studies, safety or the work environment
- be alert to whether a fellow student has a problem with alcohol and/or drugs

### ***Students' unions***

- can provide information to students on where they can turn to for help with problems concerning alcohol and/or drugs
- can provide support to students

### **Procedures**

The sooner an individual's alcohol/drug abuse problem is brought to light and treated, the greater the likelihood of overcoming the problem. Interfering and asking questions is caring!

When a head of department or equivalent suspects that a student has some form of problem, the manager should discuss the matter with the student. Problems may be due to different causes and a head of department should not try to diagnose. Remember to document both the reasons for the conversation and what is said. Personal information connected to problems is confidential and documentation concerning individual cases should be locked away.

Early signs of alcohol and drug problems may include:

- a deterioration in performance in studies
- appearing to be unbalanced
- difficulty arriving on time
- reduced interest in clothing and personal hygiene
- smelling of alcohol
- repeated absences

### ***Measures to be taken if a student is under the influence of alcohol or drugs in the workplace***

- send the student home immediately in a safe manner
- if the student is judged to be in a very poor state, obtain medical care
- the head of department or equivalent should contact the student the day after the incident to make an appointment for a meeting.

- the head of department or equivalent should contact the Student Health Centre for advice if necessary

***Internal contact list***

Student Health Centre tel. 046 222 43 77

Human Resources tel. 046 222 70 27

University security service tel. 046 222 07 00

***Students' unions***

Social Sciences Students' Union tel. 046 30 53 60, 046 30 61 60

Humanities and Theology Students' Union tel. 0707 12 92 22, 0707 19 92 22

Science Students' Union (LUNA) tel. 046 222 03 18

Lund Doctoral Students' Union tel. 046 222 04 50

Corpus Medicum tel. 046 222 06 80 (Medicine), 046 222 18 85 (Health Sciences),

046 222 49 64 (Physiotherapy and Sports Science)

Engineering Students' Union tel. 046 540 89 20

Lundaekonomerna Students' Union tel. 046 222 00 90

Law Students' Union tel. 046 18 88 74

Students' Union at the Faculty of Fine and Performing Arts tel. 040 823 26

Lund University Students' Unions tel. 070 821 31 17, 070 821 31 19

***External contact list***

Addiction Centre, Skåne University Hospital, Malmö, tel. 040 33 16 00

En dag i taget tel. 046 14 40 45

Nämndemansgården tel. 046 20 75 00

Drugs advice centre, Skåne University Hospital, Lund tel. 046 17 89 30

The health advice line (Sjukvårdsupplysningen) tel. 1177

Primary care centre/GP