Drug, Alcohol and Prohibited Substances Policy

Kaplan Higher Education Pty Ltd.
Introduction

This policy is current as of 10 April 2015.

Scope

This policy deals specifically with students at Kaplan Higher Education Pty Ltd, trading as Kaplan Professional Education ("Kaplan"). Kaplan Staff are also subject to similar policies available on internal websites.

Purpose

This policy is designed to recognise the right of each student member of the Kaplan community to study in an environment that is free from behavioural and/or legal issues, related to the consumption of, or activity related to, legal and illegal substances.

Although attitudes and accepted conventions regarding the use of prohibited substances vary enormously amongst any culturally diverse group of people, Kaplan does not permit any student to be involved in any activity that includes prohibited substances whilst on campus, or involved in any Kaplan related activity, in any circumstance.

Kaplan also recognises that drugs and/or alcohol consumption in the work/study environment can create an unsafe working environment. This policy aims to reduce the risk to workplace health and safety from the use of drugs and alcohol.

Definition

For the purposes of this policy, prohibited substances include any illegal drugs, and all other illicit substances or any activity related to these substances.

Prohibited substances

The use or supply of any prohibited substance within Kaplan’s grounds, or at any place or function organised by Kaplan, is forbidden. Any transgression of this policy may lead, but not be limited, to all or any of the following consequences:

• Being reported to the police
• Informing and consulting with sponsors/agents/others (e.g. parents of under 18 year olds);
• Suspension from studies/teaching/providing service
• Expulsion/dismissal from Kaplan.

All members of the Kaplan community are subject to the relevant state laws both on and off the campus and have the same responsibility as every other person in the country to uphold.

Drugs and Alcohol

Possession or Consumption of alcohol or drugs

Consumption of alcohol on the premises of Kaplan, other than at functions sanctioned by senior management will result in disciplinary action and may lead to suspension or expulsion of a student. At Kaplan or other approved functions, students and staff are expected to drink sensibly and responsibly and to observe healthy alcohol consumption (www.drinkwise.org.au).
Any student suspected to be in possession of an illegal substance including illegal drugs will be taken aside and advised that an inspection will be undertaken. The student is expected to cooperate with the request for inspection and to comply with reasonable request to empty desk drawers, bags and pockets to reveal the contents to management representatives. If the student refuses to do this, they will be closely supervised until a member(s) of the police force arrives to assist in the inspection.

Any student suspected of being under the influence of either alcohol or illegal drugs will be suspended from class while Kaplan assesses the conduct. Assessments will be made away from the immediate area and take place during an interview in which full particulars are recorded. Kaplan is not required to assess whether the student is “under the influence”. The test is simply whether, in Kaplan’s considered opinion, a student is incapable of performing their normal duties in a safe and efficient manner (performance based).

Any disciplinary action taken will be in accordance with Kaplan’s disciplinary procedures.

**If the student is considered unable to perform duties of a student**

If a student's performance is considered to be so poor that they are incapable of performing their normal duties in a safe and efficient manner, the student will be directed to leave the premises.

Kaplan will assist the student to find safe transport to their home. The affected student will not be permitted to drive his or her own vehicle if intoxicated or affected by drugs. If the student does not leave the workplace despite reasonable request, the student will be subject to normal disciplinary measures and escorted from work premises.

**Responsible Officer**

The responsible officer for the implementation and relevant training of this policy is the Vice President, Academic.

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<th>Academic</th>
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<tr>
<td>Document Owner</td>
<td>Vice President, Academic</td>
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<tr>
<td>Review Date</td>
<td>January 2016</td>
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<td>Approved by</td>
<td>VP, Academic on behalf of the Academic Board</td>
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### Change and Version Control

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<td>1.0</td>
<td>Quality &amp; Standards Group</td>
<td>Unpacking of one document into existing document</td>
<td>01.01.2014</td>
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<td>1.1</td>
<td>Quality &amp; Standards Group</td>
<td>Format and wording changes to align across all businesses</td>
<td>10.04.2015</td>
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