

# GREAT LAKES UNIVERSITY OF KISUMU (GLUK)



## ANTI-NARCOTICS, ALCOHOL AND DRUG ABUSE POLICY

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P.O. BOX 2224 – 40100 KISUMU

E Mail: vc@gluk.ac.ke

Website: www.gluk.ac.ke

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Signed:

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Vice Chancellor, Secretary to Council

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Date:

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Chairman of Council

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Date:

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## DEFINITION OF TERMS

Abbreviations and acronyms

**ADA:** Alcohol and Drug Abuse

**EAPs:** Employees Assistance Programmes

**IEC:** Information Education and Communication

**INSET:** In-Service Education and Training

**M & E:** Monitoring and Evaluation

**NACADAA:** National Agency for the Campaign against drug Abuse Authority

### 1.1.2 Definition of Terms

**Addiction:** A chronic disorder which has genetic, psychosocial, and environment dimensions and is characterized by the continued use of a substance despite its detrimental effects, impaired control over the use of a drug, and preoccupation with a drug's use for non-therapeutic purposes.

**Alcohol and drug related problems:** These problems include but not limited to

- pecuniary embarrassment and inappropriate behaviour not befitting an officer
- embarrassing other officers at the workplace
- failure to accomplish tasks on time
- inconveniencing other officers at the workplace

**Alcoholism:** compulsive and uncontrolled consumption of alcoholic beverages usually to the detriment of the drinker's health, personal relationships and work performance

**Current Usage:** Consumption of alcohol or drugs within the last 30 days.

**Drug Abuse:** Refers to consumption of illegal drugs or unhealthy use of legal ones.

**Employees Assistance Programmes (EAPS):** Are employee-benefit programmes offered by employers, within the framework of counselling, to assist employees in dealing with problems arising from ADA that might adversely impact their work.

**Health Effects:** Consequences of alcohol and drug abuse on one's health.

**Past Usage:** Previous consumption of alcohol or drugs by an individual in their lifetime.

**Peer educator/counsellor:** A CEMASTEА staff member who has undergone prescribed course in counselling and management of ADA issues

**Policy:** A guide which establishes the parameters for decision making and action

**Prevalence:** A measure of the frequency of a condition at a particular point in time.

**Problem Drinker:** Current user of alcohol with drinking patterns that exhibit symptoms of alcohol dependency which inhibit effective work performance and harmonious interactions amongst colleagues.

**Prohibited /Restricted drugs:** All drugs and substances described in Narcotic Drugs and Psychotropic Substances (Control) Act, 1994 and other relevant Acts including alcohol consumed at the workplace during working hours due to their negative effect on the consumers that impairs their performance of duty and that of others

**Referral:** The act of recommending a member of staff exhibiting symptoms of addiction such as problematic drinking to a rehabilitation and treatment centre

**Treatment and Rehabilitation:** Enabling a patient cease substance abuse in order to avoid the psychological, legal, financial, social and physical consequences which are associated with it especially extreme abuse

**Wellbeing:** A contented state of happiness, health and prosperity that enhances work performance

**Workplace:** Venue where official activities are executed by CEMASTEА staff

## Executive Summary

The world is experiencing an unprecedented prevalence of Alcohol, Drug and Substance Abuse (ADSA) impacting negatively on society. Kenya not being an exception has been affected by this world trend. This has necessitated the Government to form an authority (NACADAA) to address the ADSA challenge. In view of this rise, the Government requires that institutions in Kenya formulate policy to address this challenge. The University's strategic plan identifies ADSA as a serious threat that may prevent the University from fulfilling its vision and mission. In response to this threat posed by ADSA, GLUK in 2018 set out to develop an alcohol, drug and substance abuse policy. This policy provides a clearly documented guide regarding the University's stance on issues of ADSA and defines the role of different players in the institution. It ensures that the University is a safe learning and working environment. The University community includes students, staff members, their families, the adjacent community and persons that interact with the institution. GLUK has taken a leading role in raising consciousness on the dangers of alcohol, drug and substance abuse. The University shall establish an education and training program targeting all members of staff and students for both preventive and corrective measures.

Signed:

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Vice Chancellor, Chair of the University Senate

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Date:

## 1.0. INTRODUCTION

Drugs abuse is increasing rapidly in Kenya, from socially accepted alcohol and cigarettes to the more dangerous drugs, like marijuana, cocaine and heroin, among other drugs. A National Agency for the Campaign against drug Abuse Authority (NACADA) study reveals this worrying trend, with demographic transitioning involving females and youth, and an average prevalence of about 13%. Relevant institutional policy is thus not only necessary but also urgent.

GLUK is a private Tertiary training institution chartered by the Commission for University Education (CUE). In conformity with CUE requirements to safeguard quality of training GLUK has a responsibility to ensure the wellbeing of its community of students and staff through creating an enabling workplace environment that is drug free. A clear workplace policy on prevention of drugs and substance abuse is therefore necessary for this institution.

### 1.2. Legal and Policy Framework

A legal framework that is supportive and enabling is necessary for mainstreaming ADA prevention in work environments, including training institutions. To respond to ADA issues at GLUK, the following legal documents form the basis of this policy.

- GLUK Human Resource Manual
- GLUK code of conduct and ethics
- TSC code of conduct
- Employment Act 2007
- Occupational safety and health Act 2007
- Narcotic Drugs and Psychotropic Substances (Control) Act, 1994
- Alcoholic Drinks Control (Amendment) Bill, 2012
- Tobacco Control Act, 2007
- The Compounding of Potable Spirits Act ( Cap 123)
- The Chang'aa Prohibition Act (Cap 70)
- The Industrial Alcohol (Possession) Act (Cap 119)
- Methylated Spirits Act (Cap 129)
- Liquor Licensing Act (Cap 121)
- The Use of Poisonous Substances Act (Cap 245)

- The Pharmacy and Poisons Act (Cap 244)
- The Food Drugs and Chemical Substances Act (Cap 254)
- The Chief’s Act (Cap 128)
- The Public Health Act (Cap 242)
- Foods, Drugs and Chemical Substances Act Cap 254

## 2.0. POLICY TEXT

The Use of alcohol and cigarettes is showing an increase trend in Kenya as part of social transitioning, but are also now being abused. A more worrying trend is the addition of the more dangerous drugs, like marijuana, cocaine and heroin, among other drugs. Furthermore, there is documentation of significant changes in the demographic profile of users, with young people and women increasingly getting initiated into drug use and abuse. According to a study by NACADA Authority, 8% of 10-14-year-olds have used some alcohol at least once in their life and about 13% of them have used other drugs or substances, like cigarettes. The same study found that close to 40% of adults aged between 15 and 65 years have used one type of alcohol beverage or another in their lifetime, with huge variations in the types and the rate of consumption across regions, rural-urban residence, age, gender, education level, religion and economic status. At least 13% of people aged 15 to 65 from all provinces in Kenya, except North Eastern, are current consumers of alcohol. However, in the North Eastern the most prevalent drug is miraa. Out of every ten people aged 15-64 with “partners” seven sexual partners are likely to be substance abusers. This is risky sexual behavior likely to worsen the HIV and AIDS epidemic in a country like Kenya where HIV/AIDS is a national disaster. The users of cocaine, heroin, bang and hashish are more likely to have multiple partners among Group users compared to those using alcohol, tobacco and miraa.

The above statistics thus make workplace policy on alcohol and drug abuse not only a necessity, but also an urgent public health issue. However, such a policy is also necessary for the following reasons:

1. Public Health reasons: Facilitate awareness creation on the harmful effects of alcohol and drug abuse at the workplace. This will also facilitate management of alcohol and drug abuse cases through prevention and early detection.



2. Workforce management reasons: Build staff confidence and morale, reduce absenteeism and turnover, increase competitiveness and productivity and profits, increase and reduce health burden.
3. Management Reasons: Ensure knowledge and understanding of guidelines related to alcohol and drug abuse, as well as structures and processes and procedures for dealing with alcohol and drug abuse cases.
4. Management Reasons: It shall enable the organization to establish corporate culture and practices that prevent and pre-empt alcohol and drug abuse at the workplace. It will also enable the organization to maintain a drug free, healthy and productive workforce.

#### 2.1. Purpose of antinarcotics, Alcohol and Drug Abuse Policy

The promotion of health and wellbeing of students and staff of GLUK for higher and sustainable productivity is the ultimate purpose of this policy. It shall apply equally to all students and staff irrespective of status or any other characteristics. It is implemented within the context, and in conjunction with any other relevant workplace regulations. This policy shall consider dependence on substances of abuse or addiction as a medical condition rather than an anti-social behavioral crime.

#### 2.3. Policy intent/objective

This policy shall provide guidelines on preventive, curative and corrective measures against ADA among GLUK students and staff that should lead to their health and wellbeing. It shall offer guidelines that can bring solutions to the management of drug related problems and challenges, and is meant to help rather than punish.

#### 2.4. Scope and Affected Audience

This policy shall apply to all students and staff of GLUK irrespective of the office, duties and responsibilities held by one. For optimal operation of GLUK the students and staff shall not be engaged in alcohol or any other illicit drug while learning or on duty within GLUK or any related learning and worksites, in a manner that will affect his/her performance directly or indirectly.

Anyone that contravenes this policy shall be referred to peer educators for counselling. If the trend continues, he/she shall be referred for treatment and rehabilitation. A member of ADA

committee trained on prevention of drugs and substance abuse in consultation with the management shall be responsible for referral.

If a member of staff has a dependent who is alcohol and drug abuser he/ she may seek advice from the ADA committee.

#### 2.5. Prohibited drugs

Prohibited drugs refer to all drugs and substances as described in Narcotic Drugs and Psychotropic Substances (Control) Act, 1994 and other relevant Acts including consumption of alcohol at the workplace during working hours.

#### 2.6. Roles and responsibilities

Management/Organization:

GLUK management shall commit to this policy and its implementation by:

- recognizing and acknowledging that addiction to alcohol and other prohibited drugs is a disease.
- providing necessary support to the students and staff that need help due alcohol and drug abuse related problems including addiction.
- Financing ADA activities that enforce this policy.

Every GLUK student and staff shall be required to understand and comply with this policy and Participate in its Implementation.

- Each student and staff shall Respect the rights of others
  - Remain sober by not using alcohol or drugs
  - Seek treatment and support when affected
  - Seek knowledge on drugs and alcohol

#### 2.7. Implementing Office

The Dean of Students and Human resource office shall be the chief implementer of this policy, and shall be responsible for inducting new students and staff on the policy.

Students Organization and Trade unions/staff organizations

They shall be involved in arbitration in the event of breaking the rules as outlined in this policy during alcohol and drug related disciplinary cases.

Unions shall work with dean of students and Human resource office in sensitizing the institution members

## 2.8. Procedures for Dealing with ADA Cases

The following shall guide GLUK in dealing with cases related to Alcohol and substance abuse among the staff:

Any student or staff who reports to class or work while unfit due to alcohol or other prohibited drugs shall be guilty of contravening this policy and shall not be allowed to seat in class or perform any duty. Such student or staff shall be suspended from class or duty and be directed to report to the peer educator in person before the close of the next business day. The peer educator shall give a preliminary report of the discussion they had with the affected student or staff to the referrer, which shall contain among other things; -

- Personal commitment on milestones on how to stop abuse which may include a series further counselling with the counsellor
  - Referral to a professional counsellor identified by GLUK
  - Treatment and rehabilitation. GLUK shall meet the cost of staff rehabilitation, while the student sponsor shall do the same in case of student.
- A staff that is referred for treatment and rehabilitation shall be liable for sick leave just like any for any other sickness. Normal conditions during his/her duration of absence will apply.
- If the affected staff declines help and/or impaired performance continues then disciplinary action shall be taken in accordance with existing rules or code of conduct.

## 2.9. Prevention and Care

There shall be no alcoholic beverages and drugs in any function associated with the institution.

The ADA prevention committee shall disseminate information on drug and substance use to both staff and clients through:

- IEC materials displayed in all offices, areas of residence and library
- All workshops and other activities conducted by GLUK
- Signs and postages within the institution

There shall be a sensitization workshop on ADA conducted by GLUK periodically

The ADA prevention and control anthem shall be displayed in the offices, library, lecture halls and shall be recommended to be sung during workshops.

Any member of staff that is referred for treatment and rehabilitation shall not be penalised for the days that they are absent from duty or class, but the student must make up for classes not attended.

GLUK shall train peer counsellors to mainstream ADA prevention activities.

### 3.0. SUPPORT

Any member of staff that is affected and is undergoing treatment, shall receive support from the management as described in the procedures above.

#### 3.1. Possible actions and procedures

Actions to be taken towards discipline shall include the following

- Discussion/counselling
- Suspension from class/duty
- Referral
- Deny access to workplace facilities
- Testing
- Disciplinary measures

#### 3.2. Disciplinary Procedures

When a student or member of staff is suspected to be under the influence of Alcohol or other prohibited drugs, the following procedures shall be taken

- Call the staff and have a face to face discussion to confirm if the staff is under the influence of drug.
- Employ Self-assessment, informal identification by other members of staff or formal identification by the management, which may involve testing.
- Refer the student or staff to peer counsellor
- Refer for professional counsellors for further treatment and rehabilitation. The referred staff shall be considered to be on sick leave.

- Obtain feedback from professional counsellor and rehab
- If the affected staff declines help and/or impaired performance continues then disciplinary action shall be taken in accordance with existing rules and code of conduct.

### 3.3. Monitoring and Evaluation

- Internal Monitoring and Evaluation shall be continuous and performed by Human resource officer, Peer counsellors and Heads of Sections.
- External Periodic evaluation shall be conducted to assess the extent of implementation of the policy

### 3.4. Review of Policy

This Policy shall be reviewed from time to time as need arises to ensure that it remains relevant in addressing the ADA issues at CEMASTE.A. 7

## 4.0 REFERENCES:

This policy was informed by relevant national legislation and documents such as:

1. The Constitution of Kenya
2. The Commission for University Education Standards and Guidelines
3. Universities Act 2012 (revised 2016)