



# University for Peace



## **Illegal Drug, Alcohol, and Smoking Policy and Procedures at UPEACE**

### **Article 1: Illegal Drug and Alcohol Policy**

#### **Section 1 – The University for Peace believes that:**

1. A comprehensive alcohol and illegal drug policy addresses the reality of illegal drug use and associated problems in the community and reflects a commitment to the health, safety, and welfare of the University community.
2. Members of the university community should not be adversely affected by alcohol or other illegal drugs whilst engaged in university business.
3. Members of the university community should observe local laws in relation to using, possessing, giving, or selling alcohol or illegal drugs.
4. Alcohol and illegal drug misuse is a social and health problem, which is responsive to prevention, appropriate diagnosis, and treatment.
5. The inappropriate, irresponsible, and unlawful use of alcohol or illegal drugs affects academic performance, health, safety, and personal relationships, and may result in damage to property or affect the rights and enjoyment of others.
6. All members of the University community share a responsibility to protect the academic environment by maintaining high standards of professional and personal conduct.
7. The university has a legitimate interest in taking appropriate action if alcohol or illegal drug use is adversely affecting the health, safety, or performance of an individual or group within the university or brings the University into defame.

#### **Section 2 – This policy promotes UPEACE's commitment to:**

1. Encouraging and assisting staff and students to realize their full academic and



# University for Peace



personal potential within an environment that actively promotes their health, wellbeing, and safety.

2. Minimizing alcohol and illegal drug-related harm to individuals, property, and the reputation of the university.
  - a. Encouraging moderation and a responsible attitude toward the consumption of alcohol.
  - b. Complying with all legal responsibilities applicable to university-related activities.

## **Section 3 – The University for Peace will ensure a healthy and safe environment in relation to alcohol and illegal drugs by:**

1. Encouraging moderation and a responsible approach toward the serving and consumption of alcohol.
2. Ensuring an inclusive environment for staff, students, visitors, or any other members of the UPEACE community who choose not to consume alcohol.
3. Promoting awareness of personal safety and security.
  - a. Providing support for staff, students, and others in the UPEACE community who wish to address their patterns of alcohol or illegal drug use. This may involve inviting them for rehabilitation and facilitating access to treatment by contacting the company doctor, the counselors, or referring to IAFA (Costa Rican Institute for Alcoholism and Drug Dependence).

## **Section 4 – The University for Peace will manage risk through these policies and procedures by:**

1. Outlining the responsibilities of staff, faculty, students, visitors, and any other member of the UPEACE community.
2. Specifying emergency and security procedures to be followed in the event of an adverse alcohol or illegal drug-related incident.
3. Ensuring that there will be an Event Manager at all University events who will be responsible for coordination regarding the use of alcohol and requesting a



# University for Peace



permit from the Municipality, if needed.

## Article 2: Application

1. The purpose of the Alcohol and Illegal Drug Policy and Procedures is to provide guidelines for the management of alcohol and use of illegal drugs in the University community.
2. The Alcohol and Illegal Drug Policy and Procedures apply to every member of the University community and to all activities undertaken on university sites, University events after working or class schedule, and activities organized by UPEACE off campus. This includes:
  - a. All enrolled students and/or course participants.
  - b. Staff members while working for or representing the University in any capacity.
  - c. Service providers, consultants, volunteers, interns, visiting fellows, visitors, or any member of the UPEACE community.
  - d. Activities on University campus, regional offices, teaching sites, and field trips. While in residential and/or hotel accommodation, students and professors are expected to follow guidelines for the use of alcohol established by the Property Owner or management of that property.

## Article 3: Legislation

1. Under Costa Rican Law, educational institutions are encouraged to uphold a prevention-oriented policy towards alcohol and illegal drugs.
2. According to the Law, the use of alcohol and illegal drugs in educational institutions is forbidden. Also, to bring about, sell, or use alcohol, illegal drugs, or stimulants in the workplace is forbidden (art. 9, 70 and 293 of Costa Rican Labor Code). This internal policy supports the prohibition of illegal drugs on campus and a prevention-oriented policy on the use of alcohol.
3. Costa Rican legislation provides penalties for those employees and employers who work under the influence of alcohol or any other similar condition.



## Article 4: Responsibilities

1. Students must ensure that they do not attend the University if adversely affected by alcohol or illegal drugs.
2. Students are encouraged to seek assistance if they require support in dealing with an alcohol or illegal drug problem.
3. Every activity organized by the University, on or off campus, will have an Event Manager who will refrain from alcohol consumption during the activity and will make sure that no staff members working in the activity will become inebriated during his/her working time.
4. Staff members must ensure that they do not attend the University if adversely affected by alcohol or illegal drugs. If a staff member has a significant role or primary task in the organization of an event taking place outside of the regular working schedule, he/she should use extreme precaution in the consumption of alcohol and preferably avoid its consumption altogether.
5. Staff members who are taking prescription or over-the-counter drugs that have specific warnings on use should bring the matter to the attention of their supervisor prior to commencing work.
6. Staff in charge of university vehicles and machinery or undertaking hazardous activities must not be under the influence of alcohol and/or drugs and must always comply with relevant Costa Rican laws.
7. Department Chairs and Coordinators are responsible for identifying and addressing safety issues or impaired performance resulting from alcohol or illegal drug use. They must act if there is a risk to the wellbeing or welfare of the person or others.
8. Staff members are responsible for setting parameters for acceptable behavior and addressing inappropriate behavior in students. Staff members are not expected to diagnose or counsel students who appear to be misusing alcohol or illegal drugs. However, they do have a responsibility, where appropriate, to confidentially encourage students to seek assistance if they believe misuse of



alcohol or illegal drugs is occurring.

9. Where the behavior of a student, staff, or visitor is influenced by illegal drug or alcohol use and this behavior is improper, unsafe, or constitutes a risk to his/herself or others, this issue must be addressed immediately. Staff members are to avoid acting in a manner that may itself be unsafe or aggravate the situation and must bring the matter to the attention of their immediate Supervisor or Coordinator of Department.
10. Where there is an issue of safety or issues which disturb/perturb others, Security must be contacted. Under such situations, the Supervisor or his/her Representative responsible for security issues shall also be contacted (i.e., Senior Management, Coordinator of Department, Event Manager, or security liaison person). The Supervisor and/or Representative responsible for security issues will be responsible for confirming that the person in question (student, staff, or visitor) is intoxicated and persuading that person to leave the group and go to a private office to rest and recover.
11. Depending on the severity of the person's intoxication, the Supervisor or his/her Representative responsible for security issues may follow the medical protocol. If the condition of the person in question is not serious, and he/she is driving a personal vehicle, his/her car keys shall be removed, and alternative transportation shall be arranged.
12. Staff members working alongside a colleague whose well-being or job performance appear to be adversely affected by alcohol or illegal drug use are encouraged to support them in seeking appropriate assistance.
13. Under Costa Rican Law, medical teams are obliged to act and inform health services if they feel a student, faculty, or staff member is at risk.

## **Article 5: Wine and Beer License**

1. Under the Costa Rican Criminal and Civil Code, it is an offense to sell alcohol without a liquor license, either directly or indirectly. These laws apply to all property owned or leased by the University for Peace.



## Article VI: Legal Consequences

1. The Costa Rican Labor Code, under article 72, prohibits employees from working while intoxicated or under any other similar condition; doing so can be considered grounds for dismissal after the employer has warned the employee.
2. The Costa Rican Labor Code, under article 81, emphasizes that employee dismissal (as described in Article VI.1 of this policy) requires a previous warning and a repetition of the offense.
3. The effects of intoxication on human health, including drunkenness-illness, also have negative consequences in the workplace, such as deteriorated interpersonal relationships, increased absenteeism, decreased work performance, reduced productivity, increased accidents, and disciplinary problems, as well as the increased costs associated with frequent staff turnover, training, and recruitment, and, finally, damages to UPEACE's image.
4. Where a student fails to seek assistance for an alcohol or drug problem, and their behavior is improper, unsafe, or negatively impacts upon the wellbeing or enjoyment of others, disciplinary action or other University procedures may be instituted.
5. If the University determines that a staff member is impaired by alcohol or illegal drug use, the University will direct that staff member to cease work immediately. Where a staff member has been encouraged to seek assistance for an alcohol or other illegal drug problem but fails to do so and his/her actions have a negative impact on the safety or enjoyment of other staff or students, disciplinary action or other University procedures may be instituted.

## Article VII: Smoking

1. As of 5 April 2012, Costa Rica enforced the Anti-Tobacco Law No.9028 to be observed in public and private working places, educational institutions, restaurants, bars, and all public places like bus stops and parks, throughout the country.



# University for Peace



2. UPEACE is, therefore, a ***smoke-free campus***. **Smokers must step outside the UPEACE property to smoke.**

## Article VIII: Non-Smokers' Rights

1. Non-smokers have the right to require the immediate supervisor to admonish the offender to cease their behavior or direct a formal complaint to official authorities. Click [here](#) to review the Costa Rican Anti-Tobacco Law (Spanish only).