

Policy Number	NAC01
Approving Authority	Board of Directors
Date Implemented	04 November 2024
Current Version	2.0
Date of Review	November 2026
Contact Officer	Director Learning and Innovation
Related Policies, Procedures and Documents	Non-Academic Complaints and Appeals Policy and Procedure Work Health Safety Policy Student Charter and Code of Conduct Misconduct Policy and Procedure Student Handbook

## 1. PURPOSE

This policy outlines the:

- Behavioural expectations of students with regards to smoking, alcohol consumption and drug or medication consumption that have potential for impacts on the health and safety of the student, on other students, staff or other members of the NIDA community.
- The process by which NIDA's decision making around smoking for artistic purposes in performances is managed.

## 2. SCOPE

2.1 This policy applies to all students enrolled in accredited courses at NIDA, for all subjects.

2.2 This policy and procedure has rights and responsibilities as follows:

Director Learning and Innovation is responsible for:

- Ensuring the accessibility of this policy by staff and students, and
- Implementation of this policy.

All staff are responsible for enforcing this policy and following procedure if they are aware of student breaches.

Students are responsible for:

- Being aware of and following the policy and procedure
- Reporting any behaviors that contravene this policy and or that pose a potential risk to students, staff, NIDA reputation.

## 3. PRINCIPLES

- a. NIDA is committed to ensuring the health, safety and welfare of its students, staff and visitors whilst at NIDA and to providing a healthy learning and teaching environment.
- b. It is everyone's right and responsibility to maintain a healthy smoke free workplace.
- c. Persons impaired by drugs or alcohol undermine NIDA's commitment and pose an unacceptable risk to the health safety and welfare of the individual as well as staff, students and visitors.
- d. NIDA has adopted and endorses a Responsible Service of Alcohol House Policy.
- e. NIDA is a smoke-free environment in accordance with the requirements of the NSW Smoke-free Environment Act 2000 and Work Health and Safety Act 2011.
- f. The NIDA Executive prefers that smoking or vaping in performances is avoided if at all possible. The process of determination or artistic relevance, risk assessment and approval sit with NIDA's Artistic Planning Committee.
- g. It is everyone's right to be treated with courtesy and respect.

## 4. POLICY

4.1 Smoking of any substance by any means, including cigarettes, cigars, e-cigarettes (vaping) and water pipe tobacco smoking is prohibited on NIDA premises, including in the courtyard, in all theatres, in any NIDA vehicle and within 5 meters of entrance doors and open windows at NIDA.

### Smoking and Vaping in Performances

4.2 If smoking or vaping by a student actor in character is considered an integral part of a production/performance or other public performance for reasons of artistic authenticity, only the use of an apparatus or prop to replicate smoking is permitted.

4.3 The decision to allow simulated smoking of any kind in a production, including film and video projects or assessment projects at the discretion of the Artistic Planning Committee who must be persuaded of the artistic merit of the act.

4.4 Smoking of herbal cigarettes, commercial e-cigarettes, cigars or pipes, or use of active vapes is not permitted under any circumstance in NIDA productions.

### Alcohol and Drugs

4.5 Students engaged in their daily work must not be on NIDA premises or come to class, rehearsals or performances on NIDA premises or offsite intoxicated, impaired or under the influence of illegal drugs or alcohol.

4.6 Students must not operate NIDA machinery, equipment or vehicles or work in NIDA premises, including workshops, studios and theatres while intoxicated or impaired by illegal drugs or prescribed medications, or alcohol

4.7 Students are not permitted to bring alcohol onto NIDA premises, nor are they allowed to consume alcohol anywhere on NIDA premises at any time, excepting at official functions and then only in the licensed areas as per the conditions of NIDA's liquor license.

4.8 Where alcohol is served as part of an official NIDA function where NIDA Front House Staff are

present, students are required to ensure that they:

- a. do not consume alcohol to the point of intoxication,
- b. do not engage in conduct which has the potential to bring NIDA's reputation into disrepute or damages its standing with external organisations,
- c. do not encourage others to drink excessively, use illegal drugs or engage in conduct in breach of NIDA policies and procedures.

4.9 Students wishing to have a NIDA associated event that is not supported by Front of House staff must seek permission from the NIDA responsible Service of Alcohol Manager and guarantee the presence of a NIDA staff member who holds a current RSA.

4.10 Where alcohol consumption is deemed excessive a senior staff member or authorised NIDA staff member is required to ensure the student is removed from the premises and that suitable safe transport home is arranged – NIDA may recover from the student any associated costs for safe transport home.

4.11 Any drinks offered to students as recognition of services performed, such as ushering, will always be non-alcoholic.

4.12 Students are not to carry, store or use illegal drugs or drug paraphernalia on NIDA premises unless there is a direct evidenced need to because of illness or production involvement.

4.13 Students taking prescription or over the counter medication should review the possible side effects and consult with their Head of Course/Teacher as to the nature of their participation in learning activities, including rehearsals, performances, and studio activities.

4.14 Students are not to give another person or be involved in giving another person food or drink which contains an intoxicating substance.

## **Breach of this policy**

4.15 Disciplinary action for breach of this policy will be undertaken in line with NIDA's Misconduct Policy.

## **Complaints and Appeals**

4.16 A student may appeal a decision or register a complaint by lodging a non- academic complaint or appeal via the relevant online form.

4.17 All complaints and appeals may in relation to this policy will managed in line with the Non-Academic Complaints and Appeals Policy.

## 1. DEFINITIONS

Term	Definition
Drug paraphernalia	Any materials or equipment used for, or intended to be used for the propagation, processing, storing, distribution or introduction into the body of illegal drugs
Illegal drugs	Any plant, drug or substance the possession, usage or distribution of which is illegal and prescription drugs if the carrier/user does not have a valid prescription. Any substance the composition of which renders it similar in chemical structure and effect to an illegal drug.
Impairment	Changed physical or mental capacity leading to a diminished ability to perform tasks in a safe manner.
Intoxicated (drunk)	Noticeable impairment of speech, balance, coordination or behavior as a result of, or reasonably assumed to be the result of drug, and or alcohol consumption.
Prescribed Medication	Drugs and other medications with an indicated dosage and period of use, prescribed to a person by a registered doctor .
Misconduct	Any behavior/s that do not comply with the NIDA Code of Conduct, Student Charter or any of the other NIDA Student Policies and Procedures or the laws of the land.
NIDA Code of Conduct	Framework outlining the rights and responsibilities of all members of the NIDA community in terms of behavior whilst at NIDA, working for NIDA or involved in NIDA related activities offsite.
NIDA property	Any premise, facilities, machinery or equipment leased, owned, operated or supervised by NIDA, including NIDA vehicles and any location at which NIDA activities occur.
NIDA Student Charter	A document that establishes the expectations for student conduct. It includes the NIDA Code of Conduct.
Possession	Having on or near the body an item/substance that is by proximity linked to you or is likely to have recently been in your control or possession.
Smoking	The inhaling and exhaling of smoke or vapour from tobacco, herbs, drugs or other substances via the use of any apparatus, including but not limited to cigarettes, cigars, pipes, e-cigarettes , vapourisers, water pipes or other equipment.
Unlawful	An action prohibited by law
Vape	E-cigarettes (vapes) are battery operated devices that heat a liquid (also known as e-liquid) to produce an aerosol that users inhale (often called vaping).
Vaping	The action or practice of inhaling and exhaling vapour containing nicotine and or flavouring produced by a device designed for this purpose

## 5. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
July 2024	New template. Expanded definition to include Vaping. Included information about smoking in productions Expanded the principles	Policy Review Expiration of policy and return of policy responsibility to Learning and Innovation	Learning and Innovation	2.0
January 2014	Creation: No Alcohol/ No Drugs/ No Smoking Policy and Procedures			1.0
April 2018	Change of title. New template Additional fields: definitions, change history, date, scope field	Policy Review	L and T Manager	2.0

## 6. CONSULTATION/BENCHMARKING

Benchmarked against policies and practice from a number of higher education providers and other sources

Relevant policy documents from the following are gratefully acknowledged:

- Sydney University
- UNSW
- Macquarie University

Consultation: Academic Heads of Courses, NIDA Artistic Planning, Director responsible for WHS

<b>Legislation and Regulatory Frameworks</b>	Smoke Free Environment Act 2000 (NSW) Smoke Free Environment Regulation 2007 (NSW) Work Health and Safety Act 2000 (NSW) Work Health and Safety Regulation 2011 Drugs, Poisons and Controlled Substances Act (DPSCA) Commonwealth regulations related to NIDA's funding and sub-lease agreements Other relevant legislation and industry standards
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