



**Document title:** [Drug, Alcohol and Tobacco-Free Workplace Policy – August, 2019]

**Responsible Office/Department :** Human Capital & Students Services

**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities (TKH)

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## **TKH Drug, Alcohol and Tobacco-Free Workplace Policy**

### **Policy Statement/Purpose**

The purpose of this policy is to summarize to all TKH community the University's response to unlawful manufacture, distribution, possession, or unlawful use of a controlled substance, alcohol abuse or tobacco use in the non-designated smoking areas, while conducting University duties, as well as, to maintain compliance with relevant Egyptian Law.

### **Overview**

- According to the Egyptian law, the University has adopted a drug-free workplace policy. All TKH employees and students are required to abide by the terms of this policy as a condition of employment/enrollment.
- No employee/student may be under the influence of illegal or unauthorized drugs at any point of time during his/her service/study at TKH or alcohol during working/study hours.
- In addition, the policy prohibits the unlawful possession, use or distribution of drugs and alcohol by employees/students on the University's premises.
- Smoking is strictly prohibited in all indoor areas in TKH premises.
- Smoking is only allowed in the designated outdoor smoking areas.

#### For Employees only:

- Human Capital may request new hires and current employees to undergo a drug test with a laboratory when hired and employees should comply.
- Outsourced service providers' staff have to undergo a drug test.

### **Entitlement**

Entire TKH Community

### **Drugs and Illegal Substance**

- In the light of Article 34C of the Egyptian Drug Law, which imposes severe penalties for anyone convicted of possessing, buying, selling, handing over, transmitting, presenting for consumption or trading drugs on educational premises.
- TKH policy prohibit the manufacture, distribution, dispensing, possession or use of any Illegal substance (drug) or alcohol by students and employees on the TKH campus or during student activities.
- Violations of this policy may lead to dismissal. Individuals placed on probation for prohibited drug use, including abuse of pharmaceutical drugs and/or drug paraphernalia, will have this state of probation lifted only after offering the university proof of successful rehabilitative counseling and providing a doctor's certificate that they are free of drug abuse.

**Alcohol**

- According to the Egyptian law which prohibits the serving and/or drinking of alcohol in public places, prohibits the usage or dispensing of alcohol on campus and during student activities.
- TKH's policy is not only to conform to the law by prohibiting any unlawful possession, use or distribution of alcohol by students or employees on the TKH campus, but also to preclude the presence of any alcohol in student activities.
- TKH policy violations concerning the presence of alcohol on campus, during student activities, on University premises or at University sponsored events will result in penalties.

**Smoking**

- Smoking is not allowed in any of TKH buildings, including single-occupancy offices, balconies, stairwells and open-air areas within buildings, this includes the use of e-cigarettes which are considered devices used for the purpose of smoking.
- Smoking is prohibited in all motor vehicles owned, leased, or operated by the University.
- Smoking is only permitted in outdoor areas; however, it is prohibited to smoke within 5 meters of all doorways, windows, and ventilation systems of all University buildings.
- Implementation of the policy relies primarily on peer enforcement by all members of the TKH community. All University faculty, staff, and students share the responsibility for maintaining a healthy work environment and are encouraged to notify any person violating this policy to discontinue smoking immediately.
- Any individual violating this policy will be subject to disciplinary actions.
- Violations should be reported to the Office of Student Services in the case of students, the Human Capital office in the case of staff and the President's office in the case of faculty.

Origination Date: August 2019

Next Review Date: December 2019

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		