



NOVA PIONEER
SCHOOLS FOR INNOVATORS & LEADERS

NOVA PIONEER DRUGS AND ALCOHOL POLICY

South Africa

October 2018

All individuals at Nova Pioneer uphold the six culture principles reflecting our philosophy and that define a Novaneer. We believe that you cannot have great learning or build a great community without a strong and positive culture.

Novaneers live these six culture principles in learning and behaviour

High Expectations	Greater Together	Servant Leadership	Joy of Learning	Always Growing	Solutions First
<i>We sweat the small stuff and take pride in what we do. We set goals that others think are impossible and never stop until we achieve them.</i>	<i>We constantly support our teammates because we know we can achieve more together.</i>	<i>Great leaders always put others before themselves and engage their community with humility and generosity. We see leadership as a way of improving the world, not simply promoting ourselves.</i>	<i>We are lifelong learners and we are fuelled by curiosity and discovery</i>	<i>We constantly seek out difficult challenges, share and receive feedback as a gift, and see every failure as an opportunity to grow.</i>	<i>Everything is possible when we think creatively and critically about a problem. We are always thinking of new solutions when faced with difficult problems.</i>

Who is covered by the policy?

This policy applies to all personnel who are engaged in any work at the workplaces of Nova Pioneer in South Africa and all visitors to workplaces of Nova Pioneer. This includes any person employed by Nova Pioneer, all visitors, contractors, parents and subcontractors of the Company, and their own personnel.

Obligation to comply with the policy

Compliance with the policy is a key obligation and requirement of your employment or engagement with Nova Pioneer. You should read and familiarise yourself with the policy, and;

If you are in any way uncertain about the requirements or operation of the policy, please raise any questions with management so that those matters can be clarified.

Note that all Nova Pioneer campuses are Smoke-Free Zones.

1. Purpose

- 1.1. Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

1.2. The aim of this policy is to ensure the safety of all employees, workers, students and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

1.3. For the purpose of the policy, **Alcohol Dependence** is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

1.4. For the purpose of the policy, **Drug dependence** is defined as:

"The habitual taking of illegal substances by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

2. Principles

- All employees, workers, contractors, parents and visitors will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having possible or confirmed addiction with alcohol or drugs shall be fully supported by their line manager.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation.

3. Scope

- Nova Pioneer's alcohol and drugs policy applies to all employees, workers, contractors, parents and visitors.
- The rules laid out in this policy apply to all employees, workers and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the "Employee Code of Conduct".
- Poor performance in relation to alcohol and drugs will be dealt with in line with the performance management policy.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the "Attendance and Leave Policy" and the performance management policy.

4. Rules

Nova Pioneer's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the schools,

and to ensure students and parents receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall –

- report or try to report for work when unfit for duty due to alcohol, drugs (whether illegal or not) or substance abuse;
- be in possession of alcohol or illegal drugs on any Nova Pioneer property;
- supply others with illegal drugs or alcohol on any Nova Pioneer property;
- consume alcohol or illegal drugs or abuse any substance whilst at work.

Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition, employees, workers or contractors must –

- ensure they are aware of the side effects of any medication;
- advise their line manager or a member of the management team immediately of any side effects of medication, which may affect work performance or the health and safety of themselves or others; for example, drowsiness.

Contravention of these rules may be considered as gross misconduct and Nova Pioneer may take disciplinary action for any breach of these rules, which may include summary dismissal.

In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

In case of parents and visitors, they will be removed from the premises immediately and legal action may be taken against them

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.

Under reasonable suspicion, a search may also be carried out in line with Nova Pioneer's Staff Search policy (forthcoming).

In addition, possession of, dealing or consumption of illegal drugs on Nova Pioneer premises will be reported to the Police.

At certain approved school events where no students are present, alcohol may be served under conditions laid down by the School Leader.

5. Help and support

Nova Pioneer will endeavour to ensure that advice and help is made available to any employee who Nova Pioneer feels has an issue with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others.

At the discretion of Nova Pioneer additional time off (normally unpaid) may be allowed for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of Nova Pioneer in finding treatment for a drugs or alcohol problem has Nova Pioneer's complete assurance of confidentiality.

6. Review of Policy

In order to remain relevant, this policy will be reviewed in terms of the Policy Management Policy.