

Illuminating Engineering Society of Australia & New Zealand Ltd

IESANZ DRUGS and ALCOHOL POLICY

Applies to: all officers and Directors, Secretariat, contractors, consultants, marketing providers, volunteers, committee members, mentors, and any individual attending or participating in an IESANZ Ltd event or activity and events across Australia and New Zealand, whether or not they are a member of the Society.

Effective: 25.09.2025

Owner: IESANZ Board of Directors

Next review: Annually, or sooner if legislation or organisational needs change

1. Purpose

IESANZ is committed to a safe, healthy and professional environment. Alcohol and other drugs (including prescribed or over-the-counter medicines) can impair performance and increase risks to people, property and reputation. This policy sets clear expectations for being fit for work and outlines how IESANZ will prevent, identify, and respond to alcohol and drug-related risks in both workplace settings and IESANZ events.

2. Scope

This policy applies to:

- All officers and Directors of IESANZ.
- Secretariat, contractors, consultants and marketing providers engaged by IESANZ.
- Volunteers, committee members and mentors operating under IESANZ programs.
- Any individual attending an IESANZ Ltd event, whether ticketed, invited, or open-attendance, regardless of the membership status.
- Any person representing IESANZ at a work location, site visit, training session, workshop, conference, awards function, or networking event, whether on- or off-site, and whether within or outside normal working hours.

Where IESANZ representatives are present at a host/client site, site rules always apply in addition to this policy.

3. Definitions (plain English)

- **Alcohol:** beverages containing ethanol.
- **Drugs:** illegal substances; misuse of legal substances; prescription/over-the-counter (OTC) medicines that may impair performance; and medicinal cannabis products.
- **Impairment / unfit for work:** when a person's capacity to perform duties safely and effectively is reduced by alcohol, drugs, or their after-effects.
- **Work:** all time a person is performing duties for, or representing, IESANZ, including travel between meetings, site visits, and running IESANZ events.
- **Safety-sensitive tasks:** driving; visiting construction or operational sites; operating plant or tools; supervising students/participants; tasks where a lapse in judgment could cause harm.

4. Principles

1. **Fitness for work:** Everyone must present and remain fit for work and fit to represent IESANZ safely.
2. **Risk management:** We assess and control risks associated with alcohol and other drugs, including at events.
3. **Care and respect:** Early support is encouraged; issues are handled confidentially and fairly.
4. **Legal and organisational compliance:** We meet or exceed Australian and New Zealand health and safety duties, host-site requirements, and the governing framework of IESANZ. All members and representatives are bound by the IESANZ Constitution and Bylaws, including:
 - **Bylaws Clause 10** – members are bound by the Bylaws.
 - **Bylaws Clause 14** – members must uphold the Code of Ethics.
 - **Bylaws Clauses 51–56** – disciplinary action procedures.

5. Expectations and prohibited conduct

5.1 General

All personnel must:

- Attend work and IESANZ activities unimpaired by alcohol or other drugs.
- Refrain from possessing, supplying, or using illegal drugs at any time while representing IESANZ.
- Use prescription and OTC medicines as directed and manage any impairment risk (see Part 6).

5.2 Safety-sensitive situations

- **Zero alcohol while performing safety-sensitive tasks** (including driving, plant/tools use, or entering active construction/operational sites). If a host site specifies stricter standards, follow the site standard.

- Do not commence or continue a safety-sensitive task if you may be impaired by alcohol, drugs, or medicine side-effects.

5.3 Work-related events where alcohol is served

- IESANZ supports **responsible service of alcohol (RSA)** and the principle of moderation.
- Only licensed venues or approved caterers may supply alcohol. IESANZ cannot sell alcohol under any circumstances — the caterer or venue vendor retains the sole right and licence to do so.
- Any IESANZ member or representative found selling alcohol or drugs will face disciplinary action under the Bylaws.
- Strictly no service of alcohol to persons under 18 years of age under any circumstances.
- Provide substantial food, water, and non-alcoholic options; finish service well before event close; arrange safe-transport information.
- No service to under-18s or to any person who appears intoxicated. IESANZ staff/hosts may decline service or ask a person to leave.
- Personnel must not return to duties after drinking if they are, or may be, impaired.
- Any IESANZ member or representative who becomes aware of illicit behaviour (e.g., selling alcohol or drugs, underage service) and fails to report it will also be held accountable under the Bylaws.

Section 5.4 – BYO alcohol (informal gatherings)

- BYO alcohol is not permitted at official IESANZ-organised or IESANZ-branded events.
- An exception may apply for informal, member-only gatherings (such as picnics or barbecues) where:
 - No minors are present;
 - No alcohol is sold or supplied;
 - Consumption remains moderate and responsible; and
 - The venue permits BYO alcohol.
- In such cases, the organising members must ensure compliance with state/territory liquor laws, provide substantial food and non-alcoholic options, and take steps to manage safety (e.g., safe transport).
- Even in BYO settings, all IESANZ representatives remain bound by this policy. Any incidents or breaches must be reported, and members remain accountable under the Bylaws.

6. Prescription, OTC medicines and medicinal cannabis

- If you are prescribed or are taking medication that may impair your ability to perform your duties safely (e.g., causes drowsiness, slowed reaction time), you must:
 - Seek advice from your medical practitioner or pharmacist about fitness for your tasks; and
 - Inform your IESANZ contact or event lead before undertaking safety-sensitive work, so appropriate controls can be arranged (e.g., alternative duties, not driving, buddy systems).
- IESANZ does not require disclosure of medical diagnoses or medication names unless needed to manage safety at a host site; we will handle any information sensitively and confidentially.

7. Testing

IESANZ **does not** conduct alcohol or drug testing, nor is it within its capacity to do so. If there is a reasonable concern that someone is intoxicated or otherwise impaired in a way that could affect their own wellbeing or that of others, IESANZ will:

- Act immediately to remove the person from any safety-sensitive task or situation;
- Arrange safe transport home if needed;
- Contact appropriate authorities (e.g., police, ambulance, or medical professionals) to ensure the person's safety and the safety of others;
- Record the incident confidentially and handle follow-up in line with Part 10 (Consequences).

8. Reporting concerns and immediate actions

If you are concerned a person may be impaired at work or an event:

- **Act to remove immediate risk** — stop the person from undertaking any safety-sensitive task; escalate to the event lead or Secretariat.
- **Have a respectful conversation** — two IESANZ representatives where practicable; outline observed behaviours (e.g., slurred speech, unsteady gait); seek the person's perspective. Give the person an opportunity to respond.
- **Decide controls** — e.g., reassign duties, arrange safe transport home, exclude from site/event. If risk remains high, call police or medical professionals.
- **Complete an incident report** — the responsible IESANZ event lead or senior representative must complete an incident report and lodge it with the Secretariat within 48 hours.
- **Mandatory Board escalation** — all incident reports arising from an alleged or confirmed breach of this policy must be referred to the IESANZ Board for consideration in the first instance.
- Record the decision and observations; store notes securely.

9. Support and rehabilitation

- IESANZ encourages early help-seeking. Contractors and volunteers will be provided information about community alcohol and other drug services.
- Where appropriate, temporary adjustments (duties, schedules) may be considered while a person seeks treatment.

10. Consequences for breaches

Responses will be proportionate, consistent, and fair, considering context and risk. Possible outcomes include:

- Coaching and reminders of expectations.
- Removal from duties or exclusion from an event.
- Termination of engagement (for contractors/consultants); removal from a volunteer role.
- Where the person in breach is a member of IESANZ, the matter may be referred to the Board for action **under Constitution Clause 9 (disciplining members) and Bylaws Clauses 51–56 (disciplinary action process)**.
- Breaches may also be considered violations of the **Code of Ethics (Bylaws Clause 14)**.
- Where laws are broken, IESANZ may notify relevant authorities.

11. Roles and responsibilities

- **Board/Directors:** endorse policy; set expectations; ensure resources for implementation.
- **Secretariat / Event Leads:** implement the policy; plan and risk-assess events; ensure RSA compliance; act on concerns; maintain records; escalate as required.
- **All personnel (contractors, volunteers, consultants, etc.):** present fit for work; comply with host-site rules; seek help early; report concerns; cooperate with lawful and reasonable directions.
- **Hosts/Suppliers:** meet licensing/RSA and safety obligations; cooperate with incident response.

12. Planning checklist for events where alcohol may be served (summary)

- Venue licensed? RSA arrangements confirmed? Volunteer supervision (if any) in place.
- Event risk assessment completed; minors excluded/controlled; clear start/finish of service.
- Food and low/no-alcohol options provided; free water available.
- "Stop service" authority delegated; signage for no service to intoxicated persons/minors.
- Communications to contractors/volunteers on expectations and safe transport options.
- Incident log ready; contact numbers available; post-event debrief scheduled.



13. Privacy and records

All information relating to impairment concerns or incidents will be handled confidentially, stored securely, and accessed only by those with a legitimate need to know, in line with privacy law.

14. Review

This policy will be reviewed annually, or after any significant incident, legal change, or organisational change. Feedback is welcome at any time via the Secretariat.

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