

**CHUKA**



**UNIVERSITY**

**CHUKA UNIVERSITY  
ALCOHOL AND DRUG ABUSE WORKPLACE POLICY**

**1<sup>st</sup> March, 2013**

# **CHUKA UNIVERSITY**

## **ALCOHOL AND DRUG ABUSE WORKPLACE POLICY**

### **FOREWORD**

Alcohol and drug abuse in Kenya as in other countries permeates every sphere of the society and, indeed, threatens the very fabric of nationhood. It transcends all borders imaginable, including those for institutions of higher learning. Effective response to the challenge of alcohol and drug abuse, as well as mitigation of the negative effects of use of alcohol and drugs relies critically on accurate information on extent and pattern of use of various intoxicating substances and drugs by different segments of the population.

This Policy presents major frameworks that Chuka University will employ to manage challenges posed by alcohol and drug abuse in its environs and workplace. The Policy has been drafted basing on lessons drawn from the guidelines published by NACADA (2009).

NACADA reported that Kenyans generally hold positive attitudes towards illicit drugs such as alcohol, tobacco and its products, and miraa and a good number use such drugs and substances. Peer pressure and availability of drugs in the community are closely associated with drug and substance abuse among youths. There are a number of issues that need urgent attention for reduction in alcohol and drug abuse among the different segments of the population including scaling up of prevention activities, development of behaviour change communication (BCC) strategy, and review of alcohol, drug and substance abuse policies.

In view of this fact, the Council and the Management of Chuka University will strive to ensure that the has enacted measures and programmes that will prevent and intervene in cases where it is observed that alcohol and drug abuse by its students and staff members is getting out of control. This will be with a view to remedying the situation before it completely destroys the party concerned.

For successful implementation of this Policy, my office will ensure that there is an ongoing process of monitoring, evaluation and review by the University. This will ensure that the Policy and its programmes remain current and effective.

**Professor Erastus N. Njoka, Ph.D.**  
**Vice-Chancellor/CEO, Chuka University**

# **OVERVIEW OF CHUKA UNIVERSITY**

## **BRIEF HISTORY**

In 1956, the Chuka community built a Craft Centre to train school leavers to acquire skills that could be useful in nation building. The Centre was upgraded to a Youth Polytechnic in 1969. In 2003, the community felt that they needed an institution that could provide higher education and training access to the people of eastern Kenya and Kenya at large. At that time no institution in the eastern part of Kenya had the capability of educating and training students at diploma and degree levels and as a result education and training opportunities were limited. During the same time, Egerton University was planning to open a Campus in eastern Kenya. The community then approached Egerton University who found Chuka to be centrally placed and, therefore, suitable for the establishment of a university campus.

In an effort to get land for the Campus, the Chuka community donated the Ndagani Youth Polytechnic and Sports Stadium. In addition, the Presbyterian Church donated more land on institutions forming the Ndagani Education Complex, which included the Secondary and Primary Schools. The Chuka community also added a further 500 acres at Kairini in Meru South District to make the total land area 550 acres.

On 21<sup>st</sup> August, 2004, when H. E. President Mwai Kibaki visited Chuka and held a meeting at Ndagani (the present location of Chuka University), the community through their leaders informed him of their desire to establish a university in the area. Among the dignitaries who attended the meeting were members of parliament from the Greater Meru and senior Government officials. The President supported the aspirations of the people of Meru and pledged Government's support to establish a university at the site. Due to the goodwill of the Government, Egerton University Council approved the establishment of a Campus, named Egerton University Eastern Campus. The Campus was then launched on 27<sup>th</sup> September, 2004. The Youth Polytechnic was then relocated to another site.

On 23<sup>rd</sup> August, 2007, H.E. President Mwai Kibaki elevated the Egerton University Eastern Campus to Chuka University College through Legal Notice Number 161 of 2007. On 10<sup>th</sup> October, 2007, H.E. President Mwai Kibaki visited and inaugurated the Chuka University College. After about five years, H.E. President Mwai Kibaki visited again and inaugurated the Chuka University on 8<sup>th</sup> January, 2013, making it the 2<sup>nd</sup> public university to be chartered and the 9<sup>th</sup> full-fledged public university in Kenya.

The University is located within the Chuka Municipality in Meru South District, Tharaka-Nithi County. It is situated approximately 186 km from Nairobi along the Nairobi-Meru Highway on the slopes of the snow-capped Mt. Kenya at an altitude of approximately 2,000 m above sea level. The area provides a cool climatic environment, with 16°C to 24°C temperatures and an annual average rainfall of about 1,000 mm, excellent for learning and working.

The University is designated as a centre of excellence in Environmental and Renewable Energy Studies and offers university education, training and research at certificate, diploma, bachelors, masters and doctorate degree levels in Education and Resources Development, Business Studies, Agriculture and Environmental Studies, Arts and Humanities, and Science and Technology.

## **Mandate**

The Mandates of Chuka University are enshrined in its **objects** and **functions**.

The **objects** of the University are to –

- (a) Provide directly, or in collaboration with other institutions of higher learning, facilities for quality university education, including technological, scientific and professional education, and the integration of teaching, research, outreach and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya;
- (b) Provide and advance university education and training to appropriately qualified candidates, leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the Senate shall from time-to-time determine and in so doing, contribute to realisation of sustainable national economic and social development;
- (c) Provide programmes, products, and services in ways that reflect the principles of equity and social justice.

The **functions** of the University are to –

- (a) Participate in technological innovation as well as discovery, transmission, preservation and enhancement of knowledge, and stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of Kenya;
- (b) Inculcate a culture of lifelong learning, responsible citizenry and innovation in technology, engineering and mathematics within the institution and society;
- (c) Engage in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products, with emphasis on technology and its development, impact and application to society;
- (d) Conduct examinations for and grant such academic awards as may be provided for in the Statutes, and syndicate examinations for award at other institutions as may be approved by Senate; and
- (e) Facilitate the development and provision of appropriate academic programmes, and community services.

## **Philosophy**

Chuka University believes that sustainable national and global development can be achieved through nurturing an intellectual culture that integrates theory with practice to produce graduates with relevant knowledge, skills and responsible citizenry. The Institution also believes that education and training leads to social cohesion, human and economic development. This can be realized through passion for excellence, devotion to duty, accountability, prudent utilisation of resources, corporate citizenship, and teamwork. To actualise these beliefs, the University is committed to generation, preservation and sharing of knowledge for effective leadership in education, training, research and extension. The ultimate goal of Chuka University is to be a Premier University for the provision of quality education, training, research and extension in both basic and applied environmental and related studies.

## **Vision**

The Vision of Chuka University is: “Quality education, training and research for national and global development”.

**Mission**

The Mission of Chuka University is: “To work with other stakeholders to provide, promote and co-ordinate life-long education, training and research for sustainable development and responsible citizenry”. Consequently, Chuka University will be able to generate, preserve and disseminate knowledge and offer exemplary education to contribute to and innovatively influence national and global development.

**Core Values**

The management and operations of Chuka University are guided by the following Core Values –

- (1) Passion for excellence and devotion to duty
- (2) Integrity, transparency and accountability
- (3) Social fairness
- (4) Professionalism
- (5) Timeliness
- (6) Prudent use of resources
- (7) Corporate citizenship
- (8) Customer focus
- (9) Teamwork
- (10) Confidentiality

## TABLE OF CONTENTS

<b>TITLE PAGE.....</b>	<b>i</b>
<b>FOREWORD.....</b>	<b>ii</b>
<b>OVERVIEW OF CHUKA UNIVERSITY.....</b>	<b>iii</b>
Brief History.....	iii
Mandate.....	iv
Philosophy.....	iv
Vision.....	iv
Mission.....	v
Core Values.....	v
<b>TABLE OF CONTENTS.....</b>	<b>vi</b>
<b>DEFINITIONS.....</b>	<b>vii</b>
<b>ACRONYMS.....</b>	<b>viii</b>
<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1. Policy Overview.....	1
1.2. Background Information.....	1
1.3. Rationale.....	3
1.4. Scope.....	3
<b>2. PERSONS RESPONSIBLE OF IMPLEMENTATION.....</b>	<b>3</b>
2.1. Staff.....	4
2.2. Assistance, Treatment and Rehabilitation Programmes.....	4
2.3. Heads of Departments/Sections.....	4
2.4. Students.....	4
<b>3. ALCOHOL USE AT UNIVERSITY EVENTS.....</b>	<b>4</b>
<b>4. PROCEDURES IN CASE OF VIOLATION.....</b>	<b>4</b>
<b>5. PREVENTION AND INTERVENTION STRATEGIES.....</b>	<b>5</b>
5.1. Types of Strategies.....	5
5.2. Specific Strategies.....	6
<b>6. GUIDELINES FOR ALCOHOL AND DRUG ABUSE.....</b>	<b>7</b>
<b>7. SANCTIONS.....</b>	<b>8</b>
<b>8. IMPLEMENTATION GUIDELINES.....</b>	<b>8</b>
8.1. Implementation Procedures.....	8
8.2. Monitoring and Evaluation.....	8
<b>9. POLICY REVIEW.....</b>	<b>8</b>
<b>REFERENCES.....</b>	<b>8</b>

## DEFINITIONS

**Addiction:** Uncontrollable habit of using alcohol or drugs

**Alcohol:** A psychoactive drug that has a depressant effect

**Assessment:** Judging and documenting the level or extent of addiction in a client

**Confidential information:** Refers to medical and counseling/psychological records pertaining to the diagnosis or treatment of alcohol or drug abuse or records indicating referral to an alcohol or drug abuse programme. Such information may not be disclosed further without specific authorization by the client.

**Controlled drug:** Drug produced, supplied or processed under license. The distribution of the drug is strictly controlled because of its potential for abuse and the risk that may emanate from the same.

**Counseling:** A helping relationship between a counselor and the alcoholic or drug abuser

**Counseling centre:** A room or place set apart to be used for helping the persons addicted to alcohol or drug plus many other psychological issues

**Counsellor:** A person trained with skills to assist the alcohol and drug abuser

**Discontinuing:** Stop a practice that has been on going

**Drug:** A Pharmaceutical product or a substance that primarily brings about a change in the existing state of the user, either psychological, physiological or biochemical.

**Drug abuse:** Use of drugs for reasons other than medical or therapeutic

**Drug rehabilitation:** Process of psychotherapeutic treatment of someone who is recovering from chemical dependency

**Drug use:** Use of drugs to treat an illness, prevent disease or to improve a health condition

**Illicit drug:** A drug that is illegal

**Intervention:** An orchestrated attempt by one or more people to get the drug addict seek professional help

**Licit drug:** A drug that is legally available with or without prescription, for example, over-the-counter patent drugs

**Rehabilitation:** A curative programme to treat and provide aftercare assistance to a client with drug problems

**Staff:** A Chuka University Staff is any person discharging teaching or non-teaching duties in the institution

**Student:** A person who is currently registered to pursue an academic programme in a university

**Substance abuse:** A maladaptive pattern of use of a substance that is not considered dependent (also known as drug abuse).

**Treatment:** Process of modifying or altering addiction

**Violation:** To disregard or act against established rules and regulations.

## **ACRONYMS**

<b>AA:</b>	Alcoholics Anonymous
<b>ADA:</b>	Alcohol and Drug Abuse
<b>CU:</b>	Chuka University
<b>NA:</b>	Narcotics Anonymous
<b>NACADA:</b>	National Campaign Against Drug Abuse
<b>NACADAA:</b>	National Campaign Against Drug Abuse Authority
<b>SSAP:</b>	Staff/Students Assistance Programme



## **1.0. INTRODUCTION**

### **1.1. Policy Overview**

Drugs are pharmaceutical products or substances that are meant to bring about a desired change in the existing state of the user. This change can either be psychological, physiological, biochemical or even emotional. Essentially, drugs are produced and consumed for the purpose of curative or prevention of physiological, psychological conditions. As such, all drugs and substances have the potential of altering the functioning of the human body.

Drug abuse on the other hand, is the use of drugs for reasons other than medical or therapeutic. Such abuse can either be psychotropic or mood-altering such as psychoactive ones. It is against this backdrop that Chuka University, being a legal entity, and subject to the Laws of Kenya desires to be responsible for the wellbeing and safety of her staff and students.

The University acknowledges that one of the major contemporary challenges is the abuse of alcohol and drugs. Such abuses have far reaching implications in terms of individual productivity and Institutional wellbeing.

Consequently, this policy aims at informing staff, students, stakeholders and the community around the University about the dangers of alcohol, drug and substance abuse. Since students constitute the largest proportion of University population; they are the most vulnerable and easy target for drugs due to several factors including social and peer pressure.

The policy was developed with cognizance of the Alcoholic Drinks Control Act of 2009, popularly referred to as the ‘Mututho’ Act.

This policy has formulated strategies and measures based within the University structure which is meant to assist those who may be tempted to abuse, or struggling with the abuse of drugs. The policy further clarifies the mechanisms that will be applied when dealing with any breaches.

### **1.2. Background Information**

People abuse substances such as drugs, alcohol and tobacco for varied and complex reasons. Whatever the reason, the society pays a significant cost. This can be confirmed in the hospitals and emergency departments through direct damage to health by substance abuse and its link to physical trauma and crime.

Abused substances produce some form of intoxication that alters judgment, perception, attention or physical control. Many substances can bring on withdrawal effect caused by cessation or reduction in the amount of the substance used.

Withdrawal can range from mild anxiety, to seizures and hallucinations. Drug overdose may cause death. Nearly all drugs also produce phenomena known as tolerance where one must use a larger amount of the drug to produce the same level of intoxication.

For example, cigarettes produce nicotine and other chemicals that cause lung cancer, heart disease, peptic ulcer and stroke. Withdrawal symptoms include anxiety, hunger, sleep disturbances and depression.

Alcohol depresses the brain and lessens inhibitions, slurs speech and decreases muscle control and co-ordination and alcoholism. Withdrawal from alcohol may cause anxiety, irregular heartbeat, tremor, seizures, hallucinations, malnutrition, liver failure, enlargement and cancer of the esophagus, pancreas, stomach and fatal motor accidents.

Marijuana or grass, herb (*Cannabis sativa*) produces delta-a-tetrahydrocannabinol (THC) the cause of intoxication. Continual use of marijuana may lead to use of cocaine. Both short-term and long-term use of cocaine damage the heart, the brain, lung and kidneys.

According to the National Campaign Against Drug Abuse Authority (NACADA) guidelines for developing workplace alcohol and drug abuse policy (June 2009), an ideal workplace policy on alcohol and drug abuse should address issues of preventive education; referral for treatment and rehabilitation. Such a policy should also address the psycho-social support, acquisition and dissemination of behaviour change materials, minimization of denial and stigma associated with dependence among others.

NACADA further argues that alcohol and drug abuse in the workplace has the potential to negatively affect the health, safety productivity and performance of employees, which result in low business output in organizations. Although alcohol and drug abuse happens in the contexts of family and the wide society, the workplace offers a chance for early detection, intervention and psycho-social support for employees, for the benefit of the employees, family and community at large.

It is against this background that Chuka University has found it necessary to put an alcohol and drug abuse policy in place to ensure a conducive academic and work environment. Based on the University's mission, vision and philosophy, the policy will ensure an environment that is conducive for work and the pursuit of knowledge for national, global and also foster social, cultural and intellectual wellbeing of staff and students.

Pursuance of the policy seeks to create a free environment where harmful behaviour can endanger both the individual user and others. Acknowledging that drug abuse leads to low work productivity, poor academic performance, increased drop-out rates and, therefore, undermining the University's mission, the University strictly prohibits alcohol and drug abuse in all her premises. Alcohol and drug abuse basically limits one's full potential in participation and contribution to the full realization of the University's vision, mission and philosophy.

Furthermore, since alcohol and drug abuse are potentially harmful to the health of the entire University, it is the duty of the University to care for her staff and students. Since alcohol and drug abuse are a treatable condition, the University, therefore, offers programmes and services for those in her community with alcohol and substance abuse problems.

The policy of Chuka University will be to support staff and students who will be receiving treatment for drug and substance addiction, but the treatment should not be construed to mean escape from disciplinary action. Individuals who may have drug addiction problems and who do not opt to seek treatment may in the end have their employment terminated or studies discontinued from the University in accordance with the University policy.

Both staff and students with addiction problem will be encouraged to enroll in a treatment programme and show evidence of completion before being reinstated.

Since dealing with alcoholism and drug abuse is a sensitive matter, strict confidentiality will be adhered to at all times during treatment and referral to or from other agencies. Consequently this policy is purposely designed to take care of the University's concern to alcohol and drug and substance abuse in order to ensure that Chuka University is an alcohol and drug abuse free zone as well as to comply with the government of Kenya laws which prohibit illegal drugs and substance abuse in work and education places. As such the policy applies to all the entire Chuka University community.

### **1.3. Rationale/Objectives**

The Workplace Policy on Alcohol and Drug Abuse will:

- a) Help the University to increase employee/worker and student confidence and morale, reduce absenteeism.
- b) Enable the University create awareness on the harmful effects of alcohol and drug abuse.
- c) Assist the University in managing cases arising from alcohol and drug abuse through early detection and intervention.
- d) Ensure knowledge and understanding of rules related to alcohol and drug abuse as well as structure and procedure for dealing with them are known by all members of the University community.
- e) Enable the University to establish a corporate culture and practice that prevent and preempt alcohol and drug abuse within the institution.
- f) Enable the University to maintain an alcohol and drug free, healthy and productive members.

### **1.4. Scope**

The following will be the scope of this policy:

- a) The policy shall apply to all Chuka University staff, students and other persons operating/found within Chuka University precincts, including visitors and stakeholders. All contractors conducting business or providing services shall abide by this policy while within Chuka University premises.
- b) This policy shall provide procedures to help staff, students and contracting agencies to understand and put into practice its provisions.
- c) This policy shall spell out the guidelines and regulations for preventive measures for alcohol and drug abuse.

## **2. PERSONS RESPONSIBLE OF IMPLEMENTATION**

Chuka University community has a responsibility to implement the Workplace Policy on Alcohol and Drug Abuse of the university. The community includes staff, students, and stakeholders.

### **2.1. Staff**

A Chuka University staff is any person discharging teaching or non-teaching duties in the institution. Chuka University staff will be responsible for ensuring accurate and relevant information on alcohol and drugs.

### **2.2. Heads of Departments/Sections**

The head of department/section has a duty to report to University Management persons operating within Chuka University Management precincts, who have alcohol and drug abuse problems.

### **2.3. Students**

A student is a person who is currently registered to pursue an academic programme in the University after duly signing the Nominal Roll. The workplace policy will focus on prevention aspects of alcohol and drug abuse. The policy will deal with information, education and training programmes aimed at sensitizing students on the effects and dangers of alcohol and drug abuse.

Students' discipline and conduct are governed by the university rules as stipulated in the students' Handbook. The following provisions shall apply to all and disciplinary action shall be taken against students in respect of the offences specified therein: Drunkenness, drug abuse, drug trafficking, and possession of illicit intoxicants. The administrative and academic staff members of the University have the authority in areas of their jurisdiction or competence to ensure that rules and regulations are adhered to by the students.

## **3.0. ALCOHOL USE AT UNIVERSITY EVENTS**

The University reserves the right to deny or limit the consumption of alcoholic beverages on the campus. No alcoholic beverages may be consumed on University property without the latter's prior written approval. Drunkenness is not allowed in authorized University functions. In a University Function the organizers have the following responsibilities:

- (a) Obtain appropriate permission from the relevant authority.
- (b) Ensure that alcohol is not served to minors.
- (c) Ensure that normalcy is maintained by preventing abusive and unsafe behaviour.
- (d) Ensure there is adequate security.
- (e) Identify and minimize harmful alcohol related cases.
- (f) Keep the event within the stipulated time.
- (g) Evaluate an event where problems occurred so as to avoid repetition of similar situations in future.

## **4.0. PROCEDURES IN CASE OF VIOLATION**

A member of staff or student who is found to have violated the Workplace Policy on Alcohol and Drug Abuse will be subject to disciplinary measures, up to and including discontinuation/termination. The following steps will be taken:

- (a) Thorough investigation by the Registrar (Administration and Planning) in the case of a staff member and the Registrar (Academic Affairs) in the case of a student with the involvement of relevant (staff/student) union. The supervisor or Dean of Students would give a confidential report of the drug problem and its impact on job or academic performance. The Registrar (Administration and Planning) or Registrar (Academic Affairs) will take appropriate action which may include referral for treatment.
- (b) The drug abuser referred for treatment will undertake psychosocial assessment to find out whether he/she will benefit from an outpatient programme or an inpatient/ residential programme. If a client is recommended for an inpatient programme, he/she will be referred to one of the rehabilitation centres in the country. The client will be required to produce evidence of completion of treatment from the recommended rehabilitation centre.
- (c) If after assessment it is found that the drug abuser will benefit from an outpatient programme by university counsellors, a plan will be put in place which will include treatment, counselling and rehabilitation
- (d) Staff and students are expected to be committed to follow through the treatment plan laid out for them.
- (e) Upon completion of the outpatient programme the client will be issued with a certificate of completion as evidence that he/she is ready to resume work/study. In addition, an aftercare plan will be drawn to help the client maintain sobriety.
- (f) Involve a social worker as the problem might be stemming from elsewhere or is a result of frustrations.

The entire process will include: problem identification, Registrar (Administration and Planning)/Registrar (Academic Affairs) referring the patient to the Staff/Students Assistance Programme (SSAP) for analysis (assessment), counselling and follow-up to avoid relapse.

## **5.0. PREVENTION AND INTERVENTION STRATEGIES**

### **5.1. Types of Strategies**

#### **5.1.1. Prevention**

The prevention strategies will include: seminars, workshops and issuance of hand pamphlets, clubs etc. Chuka University recognizes drug and substance abuse as a treatable condition and offers programmes and services for University staff and students with drug addiction problems. They are encouraged to seek assistance, as appropriate, from available Support Programmes; Health Unit, and Counseling Department

Intervention is a key element to maintaining a safe and healthy workplace/institution of higher learning free of drug and substance abuse. Intervention can either be voluntary or mandatory. Voluntary intervention is willingness by the affected individual to seek help or to enter a rehabilitation programme for drug and substance abuse treatment. Mandatory intervention occurs when there is reasonable evidence to indicate that a person is abusing drugs or is not functioning effectively.

Such a person may be asked to submit to a treatment programme and if he/she refuses, he/she will be subjected to disciplinary action, up to and including termination/discontinuation. The goal of the alcohol and drug abuse counselling services is to help clients struggling with drug and substance abuse to lead a drug free life and become productive members of society. This will be

done through intensive counselling and case management by personnel that have specialized in the area of drug and substance abuse.

### **5.1.2. Intervention**

#### **(a) Outpatient programme**

Clients enrolled in this programme will attend weekly individual counselling sessions for at least eight weeks. Such clients will be those in the early or experimental stages of drug abuse. The psycho-social assessment administered at any recognized Counselling Centre will help to determine the right candidates for this programme.

#### **(b) Day treatment programme**

The Day Treatment Programme will be more intensive than the typical outpatient Drug Treatment Programme. Day Treatment clients will spend most of the time in the intensive programme activities between 8.00 a.m. and 12 noon. This kind of programme will help the clients to avoid expensive residential programmes which majority of them may not afford. Clients in this programme are those in the advanced stages of addiction.

#### **(c) Residential programme**

This programme will be situated in the proposed Chuka University Rehabilitation Centre. It will be intensive and highly structured, offering the best drug and substance abuse rehabilitation services. Clients with chronic addiction problems will be referred to this programme which will take at least 30-90 days.

#### **(d) Treatment and rehabilitation programme**

Employees with alcohol or drug abuse-related problems will not be discriminated against and will access healthcare services similar to employees with other similar problems. In addition, they will receive similar benefits such as paid sick leave, annual leave, leave without pay and healthcare insurance cover, in accordance with Kenyan Law and Practice. Rehabilitated employees will be reintegrated into the normal working system and helped to adapt to the prevailing working conditions.

The employer will coordinate assistance programmes for employees through Employee Assistance Programmes (EAPs). Employees with alcohol and drug abuse problems will be treated as persons suffering from a normal health problem and will be offered counselling, treatment and rehabilitation alternatives before disciplinary action measures are imposed.

No staff member should, during working hours become intoxicated, rendering himself/herself unwilling or incapable to properly perform his/her duties. Such an action on the part of the employee shall constitute gross misconduct and/or serious neglect and shall justify dismissal subject to the normal disciplinary process.

## **5.2. SPECIFIC INTERVENTIONS**

### **5.2.1. Staff/student assistance (SSA)**

This intervention will help members of staff/students struggling with drug and substance abuse problems. Staff/students will be enrolled in any of the above programmes but there will be separate sections for both groups and individual therapy.

### **5.2.2. Family education class**

Addiction, sadly, is a family disease. The purpose of this class will be to educate the families of the recovering addicts about the disease of addiction. Family members and guardians will be encouraged to attend classes once a week, but with the client's consent. Information obtained regarding a member of staff or student participating in such programmes or services will be treated as confidential. There are other international organizations with specific programmes dealing with alcoholics and narcotics such as AA and NA.

### **5.2.3. Alcoholics anonymous (AA)**

This is an international organization/fellowship for recovering addicts. It follows the Twelve Steps and Traditions of Alcoholics Anonymous. The group meets once a week to discuss issues on addiction especially relapse prevention. In some cases, the AA meetings are held every day at lunch time or in the morning between 7 a.m. and 8 a.m. The recovering addicts share their experiences and encourage one another while holding each other accountable.

Since recovery is an on-going process, the recovering addicts do not terminate the AA meetings. Clients who have been through other types of treatment programmes will be encouraged to attend the AA meetings as part of the aftercare plan.

### **5.2.4. Narcotics anonymous (NA)**

NA is an international organization similar to AA. NA meetings are aimed at recovering narcotic addicts and the structure is the same as for AA.

## **6.0. GUIDELINES FOR ALCOHOL AND DRUG ABUSE**

- 6.1. Chuka University prohibits staff, students and all other person(s) operating/found within Chuka University precincts including visitors and stakeholders from sale, possession or distribution of alcoholic beverages and non-prescribed drugs on the University premises or when on any University assignment.
- 6.2. The University prohibits any drug that interferes with the job performance or poses danger to faculty and students.
- 6.3. Chuka University prohibits possession of any illicit drugs in the University premises by members of staff, students or person(s) operating/found within its precincts including visitors and stakeholders.
- 6.4. The University forbids any staff, students or person(s) operating/found within its precincts including visitors and stakeholders from being under influence of alcohol or any illicit drugs while on the University premises. Any student or staff member will not be allowed to interfere with a smooth running of the University, the University housing or any other facility.
- 6.5. Chuka University holds the mandate to test any one suspected or accused of acting under influence of alcohol or non-prescribed drugs.
- 6.6. The Chuka University forbids any alcoholic drinks and drugs at any University event unless with permission from University Management.
- 6.7. Under the Laws of Kenya, it is illegal for persons under 18 years to be in possession of alcohol or distribution of the same.

## **7.0. SANCTIONS**

- 7.1. Any staff member or student found to violate drug and alcohol policy will face disciplinary action including suspension.
- 7.2. Any member of staff who violates the drug and alcohol abuse policy will be (subjected) to participate in the rehabilitation programme to facilitate continued employment or studies. A Certificate of completion of rehabilitation programme will be required from a rehabilitated member of staff before re-employment or resumption of studies in case of students.
- 7.3. The Chuka University will welcome any decision to seek help and this initiative will not be used as a basis for disciplinary actions, provided this decision occurs before the discovery of contraventions of the Drug and Alcohol Policy.

## **8.0. IMPLEMENTATION GUIDELINES**

### **8.1. Implementation Procedures**

- (1) Chuka University Management will undertake the overall implementation of the Drug and Alcohol Policy.
- (2) The Co-ordinator of the *Alcohol and Drug Abuse Workplace Policy* will be responsible for co-ordination and information on drug and alcohol abuse and report to the University Administration.
- (3) There will be sensitization activities to staff and students to promote awareness of this Policy.
- (4) The Policy will be made available to all students and staff.
- (5) The University will allocate the applicable budget to facilitate the implementation of the Policy.
- (6) Chuka University will adapt mechanisms for early detection of alcohol and drug abuse in order to offer timely assistance to the victims.
- (7) All members of staff and students are charged with the responsibility to ensure that Chuka University is an alcohol and drug-free environment.

### **8.2. Monitoring and Evaluation**

- (1) The Committee on Drug and Alcohol Policy will continue to monitor and evaluate the policy against the objectives and goal of the Policy and overall goals and objectives in the University Charter.
- (2) The Committee on Drug and Alcohol Policy will send quarterly reports to NACADAA on the application of the effectiveness of the policy and make relevant changes to serve the objectives.

## **9.0. POLICY REVIEW**

This policy will be reviewed regularly in consultation with the CU Drug and Alcohol Prevention Committee. The Committee will further ensure that data relating to this policy in the University is updated annually. The Committee will also monitor both staff and students to evaluate the degree of satisfaction with the services provided.



## **REFERENCES**

Alcoholic Drinks Control Act, 2009. Government Printer, Nairobi, Kenya.

Chuka University Students' Handbook (Current)

Chuka University Charter, 2013. Government Printer, Nairobi, Kenya.

Kenyatta University (Undated). Kenyatta University Drug and Substance Abuse Policy

National Campaign Against Drug Abuse, 2009. Guidelines for developing Workplace Alcohol and Drug Abuse Policies.

Chuka University Strategic Plan (2012/2017).

Performance Contract (Current) between Chuka University and the Ministry of Higher Education, Science and Technology.

Terms and Conditions of Service for Egerton University (2012).