

BenchSpace - Drug and Alcohol-Free Workplace/Learning Policy	
Effective Date:	1st January 2024
Last Reviewed:	4th December 2023

1. **Purpose:** BenchSpace is committed to providing a safe, healthy and productive environment for all employees, contractors, volunteers, members, visitors and all other users of BenchSpace services. The purpose of this drug and alcohol-free workplace policy is to ensure the well-being of all parties, protect the safety of the workplace and comply with relevant New Zealand laws.

2. **Scope:** this policy applies to all employees, contractors, members and visitors associated with BenchSpace.

3. Prohibited Substances

Alcohol: the consumption of alcohol is strictly prohibited on BenchSpace premises during working and learning hours. Alcohol may be consumed at organised BenchSpace events at the discretion of management

Illegal drugs: No-one on BenchSpace premises should not be under the influence of any substance, legal or otherwise, while working at BenchSpace or attending an event.

Prescription drugs: Anyone using prescription drugs that may affect their ability to perform their job/learn safely and efficiently should notify management/staff. BenchSpace may request medical verification and if necessary, make reasonable accommodations.

4. **Reasonable suspicion:** employees, contractors, members and visitors associated with BenchSpace may be required to undergo testing if there is reasonable suspicion of drug or alcohol use based on specific observable behaviours.

5. Consequences of Violation

Disciplinary action: violation of this policy may result in members/attendees having their membership cancelled or being prevented from attending an event.

Legal consequences: Any one found to be in violation of this policy may also be subject to legal consequences in association with New Zealand law.

6. **Review and Revision:** this drug and alcohol-free workplace training policy will be regularly reviewed to ensure its effectiveness and relevance. Amendments may be made as necessary to address emerging issues or changes in legal requirements.