

Alcohol and Drugs Policy

1. OBJECTIVES

1.1 The objectives of this policy are to:

- a) Prevent harm from the consumption of alcohol and drugs.
- b) Set out the Melbourne Theatre Company's (The Company) commitment to provide an inclusive and safe environment for all Company community members.
- c) Set out the Company's commitment to the responsible management of alcohol service and consumption; and
- d) Establish expectations of all Company community members, including theatre patrons, with respect to the service and consumption of alcohol while on Company premises, performing duties for the Company or representing the Company.

2. SCOPE

- 2.1 This policy and associated procedural principles apply to all Melbourne Theatre Company (the Company) employees and other workers engaged in activities connected with the Company (including activities that extend beyond Company premises and encompass electronic communications and virtual environments) E.g., contractors, consultants, volunteers, visitors.
- 2.2 Where there is inconsistency or uncertainty between this policy and other employment related policies, this policy prevails.

3. POLICY

- 3.1 The Melbourne Theatre Company (The Company) provides a work environment which aims to ensure the health, safety, respect, and productivity of all employees. The Company acknowledges that the excess or inappropriate use of alcohol and drugs may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers.
- 3.2 The use of such substances may result in the risk of injury or a threat to the well-being of the employee using any such substances, other employees, and customers as well as members of the public.
- 3.3 The purpose of this policy is to maintain a safe and respectful work environment that is free from any inappropriate conduct related to alcohol and drug use.
- 3.4 The Company policy is that employees must conduct themselves safely and respectfully and not be under the inappropriate influence of alcohol or drugs when performing any work duties for the Company, at the workplace or any other location. Employees must not commence work or return to work whilst under the inappropriate influence of alcohol or drugs.
- 3.5 The consequences of breaching this policy may include disciplinary action, up to and including, termination of employment as per the CAST Disciplinary Procedure.

USE OF VEHICLES DURING WORK HOURS

- The Company has a zero tolerance for anyone driving a vehicle under the influence of alcohol. The Company will not accept liability for any damage to a Company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the Company vehicle is in breach of this policy or of the law. All liabilities shall rest with the person operating the Company vehicle.

MACHINERY

- The Company has a zero tolerance to anyone operating machinery under the influence of alcohol. The Company obligation to all employees under State safety legislation is to provide a safe and healthy work environment. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

PRESCRIPTION DRUGS

- Any person taking prescription drugs for a medical condition is required to check with their doctor to establish if the use of the drug will impact on work performance, including an ability to safely operate machinery. If so, please obtain this advice in writing from your doctor and provide it to your manager to discuss any implications on work performance.

ILLICIT DRUGS

- Any person found to be under the influence of illicit drugs at work, will be asked to immediately leave the premises and may face disciplinary action up to and including termination of employment, as per the CAST Disciplinary Procedure. The matter may be reported as a criminal matter if appropriate.

SMOKING

- The Company observes a No Smoking and No Vaping policy in all premises, including in Company vehicles. Should employees wish to smoke or vape, they are to do so in designated smoking areas, away from Company premises, and on their own break times, not during working hours.

EXCEPTIONS

- It is recognised there may be certain work situations where employees may responsibly consume alcohol in undertaking their work duties e.g., Opening Nights, donor events, corporate events, launch events.
- Excessive consumption of alcohol and/or related inappropriate behaviour will not be tolerated and may result in disciplinary action up to and including termination of employment as per the CAST Disciplinary Procedure.

4. BREACH OF POLICY

The consequences of breaching this policy may include disciplinary action up to and including termination of employment, as per the CAST Disciplinary Procedure.

5. PROCEDURAL PRINCIPALS

Manager responsibilities

Managers will ensure, that alcohol is appropriately provided, consumed and managed within their department by:

- a) Assessing and determining the level of risk associated with service and/or consumption of alcohol in accordance with supporting processes;
- b) Implementing appropriate management and mitigation strategies for the responsible service and/or consumption of alcohol.
- c) Ensuring that a safe and welcoming environment is provided for all persons, including those who choose not to consume alcohol.
- d) Ensuring that alcohol is not served to persons under 18 years of age or persons who are already impaired by alcohol; and
- e) Ensuring reasonable steps are taken to restrict alcohol impaired or intoxicated person's access to Company vehicles and from driving private vehicles.
- f) Preparing and submitting an Incident Report to the Director People and Culture as soon as possible should an employee be found to be in breach of this policy.
- g) In consultation with the Director People and Culture consider disciplinary or other appropriate action, e.g., counselling, a medical review.

Liquor Licensee Responsibilities

Responsible service of alcohol at Company events is the responsibility of the designated licensee or their nominee and staff in licensed premises, and the responsibility of a designated Company manager or Head of Department, and the event organiser at unlicensed premises such as HQ, private homes or public spaces.

The Licensees/their nominee and/or assigned Company representative will ensure that alcohol is managed and used appropriately at Company events by:

- a) Assessing and determining the level of risk associated with service and/or consumption of alcohol in accordance with supporting processes.
- b) Implementing appropriate management and mitigation strategies for the responsible service and/or consumption of alcohol.
- c) Ensuring that a safe and welcoming environment is provided for persons who choose not to consume alcohol.
- d) Ensuring that alcohol is not served to persons under 18 years of age or persons who are impaired by alcohol; and
- e) Ensuring reasonable steps are taken to restrict alcohol impaired or intoxicated persons access to Company vehicles and regulated plant and take all reasonable steps to discourage such persons from driving private vehicles and instead assist with alternative safe travel or safe accommodation arrangements.

Event Organiser/s Responsibilities

- The event organiser will ensure in the planning and delivery of the event there is adequate food served where alcohol will be served, and that there are adequate non-alcoholic and low alcohol options available for guests including water free of charge.
- The event organiser will endeavour to identify any guests known to be under the age of 18 years to the licensee or their nominee and staff to ensure that they are not served alcohol.

- The event organiser will report any issues of suspected over-service or inappropriate behaviour by guests because of over-service to the licensee or their nominee and staff.
- If the event organiser believes that the licensee or their nominee and staff are being negligent in their duty of responsible service of alcohol, they must report their concerns to management so that concerns can be addressed before future events.

Company support

The Company will provide support for employees who are experiencing alcohol and/or drug-related issues, including addiction. This support may take the form of:

- Referral to our Employee Assistance Provider, appropriate counselling or medical services.
- Facilitation of time to attend treatment and management programs; or
- Any other support that the Company considers appropriate in the circumstances.

6. ROLES & RESPONSIBILITIES

Role/Decision/Action	Responsibility	Conditions and limitations
Ensure that alcohol is managed and used appropriately within their department.	Manager or person authorised by the Exec Management	Delegation of responsibility of Managers of department must be in writing
Ensure that alcohol is managed and used appropriately at Company Events	Licensee/nominee	
Report instances of licensee or nominee and staff not enforcing RSA	Event Organiser	

7. RELEVANT LEGISLATION

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Liquor Control Reform Act 1998

8. RELEVANT COMPANY DOCUMENTS

- CAST National Code of Behaviour
- Melbourne Theatre Company Code of Conduct
- CAST Grievance Resolution Procedure
- CAST Disciplinary Process
- CAST Respectful Workplace Policy
- The University of Melbourne Alcohol Policy (MPF1267)
- The University of Melbourne Health and Safety Policy

9. DEFINITIONS

Licensee means the person responsible for obtaining all necessary authorisations, approvals, and licences for the service of alcohol at a premises and for the safe conduct of

the events where alcohol is served by eliminating or minimising risks in accordance with risk management and mitigation strategies, and the staff who are trained and licensed to serve alcohol. The Licensee at Southbank Theatre is The University of Melbourne - Melbourne Theatre Company, and the approved nominee is Mark D Wheeler. Under section 106 of the Liquor Control Reform Act 1988 Consent to permit another person to carry on a business of supplying liquor on the licensed premises, full approval is given to Fresh Catering Pty Ltd to carry on a business of supplying liquor on the license premises.

Event Organiser means the person(s) responsible for the practical planning, management, and delivery of a Company event.

Regulated Plant (Equipment) includes, but is not limited to, plant that processes material by way of a mechanical action, pressure equipment, tractors, earthmoving machinery, lasers, scaffolds, temporary access equipment, explosive-powered tools, turbines and amusement structures.

- Employees who are required to interact with plant, machinery and/or other equipment which will be used in the course of the company's operations, such as cast on stage while stage machinery is in operation or technical crew working backstage and the like, must not be adversely affected by alcohol or drugs at any time while in contact with such machinery and equipment and must ensure their ability to work safely is not impaired.

Company event means any event that is organised or controlled by the Company, including Company-controlled entities, and Company business operations. Company events take place at Southbank Theatre, Melbourne Theatre Company HQ, Arts Centre Melbourne, partner venues such as Metropolis, Taxi Kitchen, The Langham, Southgate and other venues and private homes from time to time.

Operational responsibilities mean any of the following types of work:

- Responsible for fire evacuation and emergency procedures in an emergency, including the positions of Building Emergency Controller, Area Wardens, Wardens, Southbank Theatre House Supervisor and House Attendants and designated First Aid Officers. In locations where a formal Emergency Control Organisation is not in place, suitable Company staff will be assigned responsibility for responding should an emergency arise and assisting other staff and visitors at the event.
- Operation of plant, equipment and/or facilities including but not limited to Company vehicles, staging, sound and lighting equipment, forklifts, trolleys, workshop tools/machinery/welding equipment, guillotines, etc., movement of equipment manually or electronically or operating within any theatre, backstage or foyer area being used by the Company or on Company-related business offsite.

10. RESPONSIBLE OFFICER

- Executive Management
- Managers and Supervisors
- Liquor Licensees

11. VERSION HISTORY

Version Control			
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