



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO

Expanded Appendices
to the
ALCOHOL POLICY
(Final Document)

*Initiative of the Deputy Principal's Office in collaboration with Dr. Neil Singh, Head, Health Services Unit.
See Reference to 'Expanded Appendices' in the Alcohol Policy.*

Appendix 1: Background and Justification for Alcohol Policy

Research has indicated that the university experience for students, though exciting and stimulating, can prove to be a very difficult stage for some. Students entering university for the first time, as well as those who have been here before, may encounter several academic and social challenges, including and related to developing a sense of autonomy, coping with new freedoms, peer pressure and meeting academic expectations. These factors can induce drug exploitation as a coping mechanism for such demands.

A 2009 survey conducted by the Health Service Unit¹ of The University of the West Indies, St. Augustine revealed a 69% prevalence of alcohol use among the undergraduate student population. Binge drinking (consuming 5 or more drinks on one occasion) accounted for 38% of the students polled; 25% of students were found to have an alcohol use disorder; 26.8% of students were engaged in hazardous alcohol use, 7.8% displayed signs of being dependent on alcohol and 12.8% showed signs of harmful alcohol use. The major concerns for the Campus Administration surround the effects of alcohol use and abuse by students on their health and safety, sexual behaviour, academic performance and overall quality of life, now and in the future.

The association of binge drinking with increased risky and unplanned sexual behaviour, including having multiple sexual partners, has been receiving increase interest with the recent emergence of the HIV/AIDS epidemic.² There is also clear evidence that the effects of alcohol abuse among university students extends beyond the perpetrator and may in fact impinge on the lives of everyone on the campus, in the form of sexual and other forms of physical violence.³

The University of the West Indies has recently witnessed a tremendous expansion of the student population, many of which fall within the 18-24 age group.⁴ In 2010, the number of students registered exceeded seventeen thousand, making this institution an important channel for influencing young adult behaviour. The scientific and anecdotal evidence points to the need for the Campus management to introduce clearly defined strategies aimed at combating this spate of harmful and hazardous alcohol consumption identified among the undergraduate student population.

Within a community setting, efforts to minimise alcohol related problems need to be broadly based. The University believes that standards relating to the use of alcohol will be best upheld when they are shared and applied to the entire community.

¹ Health Services Unit & the Office of Planning and Development. (2010). **Prevalence of Alcohol Use Disorders on The UWI St. Augustine Campus.**

² Kerr and Matlak, recommend that “students must recognize the real dangers of being drunk in sexual situations in terms of an increased likelihood of having sex, having sex with persons not well known, having sex with multiple partners, an increased likelihood of abandonment of safer sex techniques, and an increased likelihood of sexual assault”.

³ **Prevalence of Alcohol Use Disorders on the UWI St. Augustine Campus.**

⁴ Find survey to support this statement

1.1 Strategies for controlling alcohol misuse in tertiary level institutions

A 2004 Harvard School of Public Health study conducted on 747 four-year colleges in the United States revealed the following preventative measures adopted by the colleges to curb alcohol misuse:

- 34% have banned alcohol on campus for any student, regardless of age.
- 43 % of all schools prohibited alcohol in all campus residence halls.
- A total of 81 % of colleges offered at least some alcohol-free dorms or floors.
- 44% of all colleges restricted alcohol use in at least some situations.
- 84 % of schools provided alcohol education for freshmen,
- 72 % for fraternity and sorority members, and
- 69 % for athletes.
- 49% of the colleges used educational initiatives and campaigns to address common misconceptions about alcohol use, thus aiming to reduce the student’s desire to drink.
- 90% of campuses offer counseling services to students experiencing alcohol abuse.
- 81 % of colleges employ an assigned substance abuse official.
- 61% have a task force to deal with substance abuse issues.
- 48% of schools liaise with communities to deal with alcohol abuse.

Some schools have adopted an alcohol harm reduction policy aimed at teaching students to drink responsibly. These policies tend to emphasize a non-punitive approach with regard to informing parents and imposing administrative sanctions, while actually teaching students how to drink and providing health services and educational programs for students. At these Universities, the number of young people who are showing up in emergency rooms, drunk to the point of passing out, is however steadily increasing and administrators do not know if this is a sign of increased reporting or increased drinking⁵.

On the other hand, at other Universities, parents are notified after a single alcohol violation. For some Universities, like George Washington University, this is based on the belief that “parents play an important role in the lives of their student and based on research that shows that students whose parents are involved and informed about their activities have less alcohol-related consequences.”

At The University of the West Indies, it is important to find a balance between encouraging students to achieve discipline and control without punitive measures; and to provide protection through rules and regulations for those with reduced capacities for helping themselves. In addition, the effective implementation of policies aimed only at internal control and self monitoring may require greater expenditure and more resources than is likely to be available to the University.

⁵ The Daily Beast. Harvard’s Alcohol Amnesty Policy. <http://www.thedailybeast.com/blogs-and-stories/2010-04-20/harvards-alcohol-amnesty-policy/>

Appendix 2: Statements informing the Policy on Alcohol use

1. This University Policy complies with the provisions of the National Laws concerning alcohol use and abuse, including those pertaining to driving while under the influence of alcohol. In addition, the University will enforce and be guided by relevant recommendations related to alcohol use emanating from the Consumer Affairs Division and the Occupational Safety and Health Administration (OSHA). This will apply equally to all community members, including all staff, students, alumni and guests. **(See Appendix 3).**
2. The University acknowledges that the vast majority of its student population are of the legal drinking age (18 years), but cannot disregard incidents of alcohol misuse which result in vehicular accidents, personal injuries, vandalism, alcohol poisoning, poor academic performance, sexual harassment and undesired and harmful sexual activity, and verbal and physical abuse.
3. The decision to consume alcohol is a personal one. However, it is imperative that the individual who chooses to drink does so responsibly; understands the effects of alcohol; makes sound judgement about its use and understands that he or she will be held responsible for any unlawful action that may result from alcohol usage. This is clearly stated in the Code of Principles and Responsibilities for Students, which states among other things that:

*“You retain your **RIGHTS** as an individual when you become a member of the University, including the right of freedom of conscience and of lawful assembly and association. You have the corresponding **RESPONSIBILITY** to abide by the laws of the land in addition to the University’s own laws and norms. Action by civil authorities with regard to misconduct may not satisfy the University’s disciplinary procedures, in which case the University reserves the right to take further action, in the interest of the University community. Disciplinary action on the part of the University does not preclude or supersede criminal or civil action arising from misconduct”. [The Rights and Responsibilities of Students, Civil Statutes.]*

4. The University also takes into consideration its responsibility to protect the rights of all of its members, and to therefore ensure an environment that promotes the full use of its facilities, the achievement of its Strategic Objectives, and the well being and protection of its members, in accordance with national legislation and the rules and regulations of the University.
5. The University believes that standards relating to the use of alcohol will be best upheld when they are shared and applied to the entire community.
6. Event Planners are required to be mindful of the issues surrounding the misuse of alcohol and to plan for the safety and well-being of participants. They are expected to familiarize themselves with the policies of the University regarding alcohol use, and to adhere to all rules and regulations in this regard.
7. The University will ensure, to the best of its ability, that all staff and students receive relevant education and treatment, as necessary, to prevent and reduce alcohol abuse through internal and external initiatives. This includes collaboration with other stakeholders responsible for the delivery of such treatment and education.

Appendix 3: Objectives of the University's Alcohol Policy

The Objectives of the University's policy on alcohol use are as follows:

1. To establish a mechanism to monitor and manage alcohol consumption on the St. Augustine Campus and at Campus events.
2. To ensure that the laws of Trinidad and Tobago regarding alcohol consumption are not violated by any student, member of staff, group or organization on Campus premises.
3. To discourage high-risk drinking and promote responsible consumption practices through the enforcement of alcohol drinking sanctions, educational initiatives, and the development of a campus environment that promotes awareness and responsibility for self and peers.
4. To provide a balance of non-alcohol events and activities as a means of creating a healthy campus environment.
5. To establish rules and guidelines for all students organizations, administrative event coordinators, and exterior event coordinators to which they must adhere whilst operating on University's premises.
6. To ensure that organizations and individuals responsible for hosting events on the campus understand all sanctions regarding alcohol consumption and follow all legal procedures involved in the hosting of special events with alcohol.

The Alcohol Policy will be reviewed on an annual basis to ensure its continued relevance and effectiveness.

Appendix 4: The Campus Alcohol Policy Committee

The Campus Alcohol Policy Committee is made up of representatives of relevant units and departments of The University of the West Indies, St. Augustine Campus. It comprises the following members or their representatives:

1. Campus Registrar – Shall be the Chair of the Committee and gives approval, for events in which alcohol is served, on behalf of the Committee
2. Deputy Campus Principal - official spokesperson of the Committee
3. Head of Health Services
4. Director of Student Affairs
5. Director of Marketing and Communications
6. Director of Campus Security
7. Two representatives from the Halls of Residence (to be chosen from Milner Hall, Canada Hall, the Sir Arthur Lewis Hall, Joyce Gibson Inniss Hall and Trinity Hall)
8. Manager , Student Activity Centre
9. President of the Guild of Students
10. Campus Occupational Health, Safety and Environment Officer

The responsibilities of the Alcohol Policy Committee include the following:

1. To establish a mechanism to monitor and manage alcohol consumption on the St. Augustine Campus and at Campus events.
2. To ensure that the laws of Trinidad and Tobago regarding alcohol consumption are not violated by any student, member of staff, group or organization on Campus premises.
3. To discourage high-risk drinking and promote responsible consumption practices through the enforcement of alcohol drinking sanctions, educational initiatives, and the development of a campus environment that promotes awareness and responsibility for self and peers.
4. To encourage the provision of a balance of non-alcohol events and activities as means of creating a healthy campus environment.
5. To establish rules and guidelines for all students organizations, administrative event coordinators, and exterior event coordinators to adhere to in the strictest manner whilst operating on University's premises.
6. To ensure that organizations or individuals responsible for hosting events on the campus understand all sanctions regarding alcohol consumption and follow all legal procedures involved in the hosting of special events with alcohol.
7. To ensure that regulations and policies stated in the document regarding the serving and consumption of alcohol on campus are sensible, adequate in addressing the concerns of alcohol use on campus, written in a clear and precise manner, and widely distributed to all members of the Campus community.
8. To possess a thorough knowledge of all Sections of the Alcohol Policy, and to enforce these sanctions in their respective areas of duty.

Appendix 5a: Guidelines for the enforcement of the Policy on Alcohol use for students

The University maintains that all individuals and organizations are responsible for adhering to the sanctions outlined in this policy. Failure to comply with such regulations will result in disciplinary action taken against such violators, including imposing fines, suspension or expulsion from the University, immediate cancellation of events or legal action.

In addition, sponsors of events will lose recognition by the University and will be disallowed from sponsoring future events.

Students of the University will be penalized based on the new Three Strike System as part of the University's Disciplinary actions against alcohol misuse. This system is geared towards ensuring that students do not abuse their rights to consume alcohol on Campus premises. The System is described as follows:

Part 1: Imposition of fines and recommendation for assessment: Any student found in violation of this policy will be made to pay a fine of \$500 TT to the University, and will also be issued a warning letter from the University. In situations where there is reasonable evidence of alcohol misuse, disorderly or disruptive behaviour, or a history of misuse and/or disorderly behaviour, the student may be advised to seek a suitable assessment by a provider recommended by the Health Services Unit (HSU) or any specialised drugs and alcohol service.

Part 2: Suspension for One Semester from the University: Repeat offenders will be suspended for one Semester from the University, and will be barred from writing examinations or receiving coursework marks or grades from the relevant academic courses taken by students. If the offense occurs towards the latter part or the end of the Semester, the suspension will take effect the upcoming semester. The Alcohol Policy Committee will notify the IT Administrators (CITS) to record the suspension on the Online Banner System.

Part 3: Permanent Expulsion from the University: Students found to have violated the Alcohol Policy for the third time will be expelled from the University with immediate effect. Students expelled for violating the policy may be able to claim academic credentials obtained at the University when applying to other institutions.

Subjects of all Security Reports regarding the Use of Alcohol will be penalized

All members of staff, students, special event coordinators, guests and others who become the subject of University Campus Security Reports involving disruptive behaviours arising from alcohol consumption will have the opportunity to present their cases to the Disciplinary Committee.

Compliance of Alcohol Policy by Campus Bar management

Non-compliance with the listed regulations will result in the termination of services of the Bar Management.

Compliance of Alcohol Policy by all Organizations sponsoring events

Any organization sponsoring events on Campus must adhere to the procedures and sanctions outlined in this policy. Non-compliance will result in disciplinary action under the University's Code of Principles and Responsibilities, or the organization losing recognition as a sponsor of University events.

Alcohol related activities by resident halls and registered student clubs/societies

All activities conducted by resident halls (Canada, Milner, Trinity, Sir Arthur Lewis and Joyce Gibson Inniss) and registered clubs on campus must adhere to the procedures and sanctions outlined in this policy. Non-compliance will result in disciplinary action under the University's Code of Principles and Responsibilities, or the organization losing recognition as part of the University community.

Violation of Alcohol Policy by Guests attending events

Members of the University community responsible for the hosting of any campus event are to ensure that guests are not in violation of the policy and practice controlled alcohol consumption (**See Appendix 7 on Host Responsibility**).

Appendix 5b: Guidelines for the enforcement of the Policy on Alcohol use for staff

These guidelines for enforcement of alcohol abuse for staff are consistent with the larger policy on **Employees' Intoxicants and Prohibited Substance Abuse Procedure and the General Test Procedures**. Below is a summary of these guidelines, as it relates to the use of alcohol.

Intent

The UWI's policy is that no Intoxicant or Prohibited Substance shall be used in such a way as to affect safe behaviour or work performance. Compliance with this Policy is the responsibility of every employee working on UWI premises or elsewhere on behalf of the UWI.

The UWI recognizes that dependency on any Intoxicant or Prohibited Substance is a condition requiring care and support. Management as well as medical staff will give appropriate support to an employee who has been identified as having a dependency.

Testing for Intoxicants and Prohibited Substances

Testing, in accordance with the Procedures, to detect the presence of a substance is an integral part of this Policy and may be necessary to identify cases of substance abuse or misuse. Opportunities for testing for Intoxicants and Prohibited Substances will include: pre-employment testing in accordance with existing policies; testing for cause; post-accident testing, including testing after vehicular accidents; follow-up testing after previously testing positive and/or after self-referral; random selection for testing ("random testing"); mandatory testing; and any other testing mandated by law or required for compliance with this Policy or the law:

Scope

This procedure applies to All UWI personnel; Academic, Professional, ATSS, Monthly paid, daily paid, casual, any individual who directly receives a salary from UWI St. Augustine Campus.

General Provisions

1. Any employee who reports to work, is on UWI premises or non UWI sites for the purpose of working for UWI, or is reporting to work and has used or is under the influence of alcohol is in violation of this Policy.
2. The use, sale, possession, distribution or promotion of alcohol while on UWI's premises or non UWI sites for the purpose of UWI's work, is strictly prohibited and is a violation of this Policy. Notwithstanding the provisions of this Section, at the discretion of the Campus Registrar the use of alcohol may be permitted at UWI's premises under specified circumstances. In such cases the Campus Registrar will provide written notice of the exemption and the conditions attached to that exemption.
3. Any employee who is charged with an offence involving alcohol may be subject to testing and action in accordance with this Policy.
4. All supervisors shall be responsible for and obligated to report immediately incidents where there are violations or suspicion of violations of this Policy. Upon receipt of such report, UWI in consultation with the appropriate Human Resources personnel would refer the employee to a UWI Service Provider for an evaluation that must include tests for Intoxicants and Prohibited Substances.
5. Any employee in breach of this Policy may be subject to disciplinary action in accordance with the **Company's HR policies** and, where there is suspicion of criminal behaviour or conduct, this may be reported to the appropriate State authorities.
6. All individuals and other contractor personnel, associates, consultants and other persons working for or on behalf of UWI but not governed by this Policy shall be required to comply with the terms of the UWI Contractors' Intoxicants and Substances Abuse Policy and the Procedures.

Inspections

The UWI may inspect any UWI's premises and an employee's personal property on UWI premises for alcohol. Inspections will include, but are not limited to, the inspection of lockers, desks, vehicles, pockets, shoes, handbags, briefcases, tote bags, or other similar or like effects. Inspection of clothing and personal items shall be conducted by first requesting the employee to reveal the contents of these effects. Strip searches shall not be conducted by UWI. Entry or attempting to enter onto UWI's Premises, including its car parks, is deemed consent by an employee to an inspection of person, vehicle, and personal effects at any time while entering, being on, or leaving the UWI Premises. The UWI may, with the consent of the site owner or occupier inspect non-UWI premises or other sites.

General Test Procedures

All results will be reported via the UWI Service Provider or the UWI designated physician. The UWI designated physician will review confirmatory test outcomes with positive results. Following review and confirmation by the UWI designated physician, positive confirmatory test results will be notified to Management and appropriate action taken in line with the Company's Code of Conduct, Policies and Procedures.

The following provisions shall apply to all testing carried out under this policy.

- a. Consent to sampling and testing pursuant to the provisions of this Policy is a condition of employment. Consent to sampling and testing shall be consent to the testing of the sample or samples provided by the employee only for the purpose of testing by UWI for Intoxicants and Prohibited Substances and for no other purpose.
- b. Each employee will be required to sign the Employee Consent for Intoxicants and Prohibited Substances Testing Form. In the case of the random selection of an employee for testing, that employee will be issued a Notification of Random Selection for Testing and Consent Form which the employee will be required to sign prior to testing. A refusal to sign the forms or signing “under protest” shall be deemed a refusal to give consent to sampling and a refusal to undergo testing.
- c. A refusal to undergo testing will result in the employee not being allowed to report for work for whatever time is necessary to review the matter and determine what action, if any, will be taken. Actions that may be taken against the employee could include disciplinary action, up to and including discharge.
- d. All employees may be tested to determine the presence of Intoxicants and Prohibited Substances in any one or more of their urine, breath, saliva and, if necessary, blood. The results of these examinations will be revealed to the appropriate Human Resources personnel, and a negative test result will be a necessary condition for remaining on the job.
- e. All testing will be conducted by UWI designated personnel and screening and other analyses will be conducted by a UWI designated physician or the UWI designated laboratory.
- f. An alcohol test will be conducted using a Breathalyzer.
- g. If the first breathalyzer test is positive for alcohol, then the employee will be required to submit a second breathalyzer test immediately. If the second breathalyzer test is positive, the employee shall be deemed to have tested positive for alcohol and notwithstanding any other provision of this policy, no other confirmatory test shall be required. However, the employee may immediately request the UWI designated physician to take a sample of the employee’s blood and to have the sample submitted for GC/MS testing at a UWI approved laboratory in Trinidad and Tobago or elsewhere. The employee will not be allowed to continue working until the result of the blood test is known.

Appendix 5c: Alcohol Treatment and Counseling for students

In situations where a student or staff member is found to be misusing alcohol or behaving in a disorderly or dangerous manner, or if he/she is found to have a history of alcohol misuse or disorderly behaviour while under the influence, he/she may be advised to undergo an assessment for alcohol abuse by a provider recommended by the Health Services Unit (students) or EAP (staff).

Students and staff members are free to undergo an assessment and any further intervention or treatment that may be recommended. However, they may not be further penalized if they decide not to do so.

Appendix 5d: Alcohol Treatment and Counseling for staff

These guidelines for treatment and counseling for staff are consistent with the larger policy on **Employees' Intoxicants and Prohibited Substance Abuse Procedure and the General Test Procedures**. Below is a summary of these guidelines, as it relates to the use of alcohol.

Introduction

The UWI encourages its employees to assume responsibility for their health. The use or abuse of alcohol may impact on the safety and health of an employee or present a risk to fellow employees and the operations of the Campus. The UWI therefore encourages employees to utilize the benefits and resources available to gain the assistance they need, including self-referrals to the EAP for assessment/rehabilitation, for problems relating to the use or abuse of alcohol.

This Appendix outlines the support of which an employee can avail him or herself through self-referral to the EAP and the conditions attached thereto. If, at any time following initial assessment and/or rehabilitation through self-referral, an employee feels that additional help is necessary, the employee may be afforded subsequent opportunities for rehabilitation. Employees will continue under the care and monitoring of the EAP rehabilitation centre, and/or UWI designated physician, which may include testing and appropriate after care programs.

Confidentiality

1. Save as provided in this Policy, all discussion with EAP or rehabilitation counsellors as a result of self-referral are confidential and will not become part of an employee's personnel file. If an employee needs time off from work for treatment or is not fit to return to duty following initial treatment, the EAP will consult with the appropriate Human Resources personnel who will advise the employee's Supervisor of medical leave, but shall not reveal the reason for such actions.
2. An employee who seeks assistance through his or her Supervisor shall be referred to the EAP, in accordance with **UWI's EAP Policy**. Although the employee's Supervisor will know of the self-referral in this case, all reasonable efforts shall be made to keep the self-referral as confidential as possible and to treat the employee as if that person had directly self-referred (i.e. they shall not be treated as if they had originally tested positive).
3. When the EAP determines that any individual's condition constitutes a hazard to others if the employee remains on the job, either during treatment or during the after-care process, the EAP will notify the UWI designated physician who will in turn notify the appropriate Human Resources person. Since there is no rule to cover multiple complex situations, the EAP counsellor will use clinical judgment to determine when an employee's level of impairment could jeopardise safety. The employee will be told in advance that such notification will take place. Restrictions on duty will be determined by the UWI designated physician in consultation with the appropriate Human Resources personnel.
4. The employee shall be entitled to the same leave benefits as are set out elsewhere in this Policy to cover absences from work as a result of self-referral.

Substance Testing

1. It will be the responsibility of the EAP and the UWI designated physician together, to determine that the employee remains fit-for-work through post-rehabilitation monitoring. Such monitoring will be conducted by the EAP and will normally include both a substance test prior to returning to duty, and periodic substance screens as part of the after-care program. The results of these tests will not be communicated to UWI.
2. If the employee tests positive in either of the above instances, the UWI designated physician shall either declare the Employee as unfit for duty or restrict the duties of the employee for medical reasons so as to enable the Company to restrict the employee from working in a safety sensitive position or from reporting to work for a period of time as the case may be. The EAP and the UWI designated physician shall jointly determine whether and when the employee should return to work following employee's rehabilitation or during treatment, and whether the employee should remain on the job during the after-care/follow-up period.
3. Employees, who have completed treatment for alcohol abuse or misuse and subsequently refuse testing as part of their monitoring and return to work process, will be considered to have voluntarily remained unfit for duty and will not be certified fit to return to work by the UWI designated physician. The UWI may review the matter to determine what action, if any, may be taken against the employee. Action may include disciplinary action up to and including discharge.
4. Conflicts over treatment shall be referred to the UWI designated physician for resolution.

Appendix 6: Terms and conditions for Alcohol Use in the UWI Bar

The University has outlined specific terms and conditions for the operation of a bar facility on the Campus premises in order to promote responsible drinking habits. It is mandatory for the Bar's Management to adhere to the guidelines of this document in the strictest manner. Failure to comply will result in the termination of the contract between the University and the Bar Management.

6.1 Possession of a Liquor Licence: The Bar Manager is responsible for obtaining a Liquor Licence from the Liquor Licensing Committee of Trinidad and Tobago in order to sell alcoholic beverages on the University's premises. No individual will be permitted to operate the facility without such a licence (see Liquor Licence Act).

6.2 Opening Hours: The hours of operation of the UWI bar are Mondays- Fridays 11:30 am - 11 pm. Operation of the facility outside these designated hours will result in the termination of the contract between the University and the Bar Management.

6.3 Servers of Alcohol must be at least 18 years: All servers of Alcohol at the Bar must be at least 18 years. Any under-aged server or bartender found distributing or conducting the sale of alcohol will be penalized according to the Liquor Licence Act. Servers are also allowed to card students for proof of legal age.

6.4 Hours of Sale of Alcohol: The hours of the sale of Alcohol (as permitted by the University) are from 4pm to 11pm. No individual will be permitted sell or distribute alcohol outside these designated hours. Noncompliance will result in the termination of the contract between the University and the Bar Management.

6.5 Servers of Alcohol must be formally trained: The UWI Health Services Unit will offer formal training in the serving of alcohol to the Bar Management. It is mandatory for all servers of alcohol at the Bar to undergo such training. Persons with no formal training will not be permitted to serve alcohol.

6.6 Non-alcohol service to under-aged patrons: The Bar Management must not serve alcohol to any individual less than 18 years. Non-compliance will result in action taken against the Bar management as outlined in the Liquor Licence Act.

6.7 Containers to be used when selling Alcoholic Beverages: No glass bottles, glasses, pitchers, kegs or large containers used to store alcohol are to be sold to patrons of the Bar. Cans and plastic cups are the only containers that should be used when selling alcoholic beverages. A fine of \$500 for every instance of non-compliance with this sanction will be imposed by the University.

6.8 Identification cards: All patrons of the Bar must be registered students or staff of the University or accompanied by a registered student or staff who must provide their valid UWI Identification cards upon

entering the facility. Management reserves the right to refuse entry to persons without valid identification. All patrons must have a valid ID that provides proof of legal age.

6.9 **Non-student Bouncer(s):** The Bar Manager must employ at least one full time non-student bouncer (at least 18 years of age) who must ensure that all persons entering the Bar are students of the University. The Bouncer must not be a relative, friend or affiliate of any member of the Management staff. Also, the Bouncer must be vigilant of any instances of intoxication or disruptive behaviour as a result of Alcohol use, and must notify the Bar Manager immediately. The Bouncer must ensure that patrons of the bar must not enter or exit the facility with any Alcohol beverage.

6.10 **Amount of Alcohol to be sold per day:** The sale or distribution of alcohol is limited to one drink per person for every hour. A “drink” is defined as alcohol beverages in the following forms: one 11 ounce bottle of beer (drinks containing less than 6% of alcohol content), one 3.5 ounce glass of wine, or 1.5 ounces of distilled spirit- one ounce Scotch drink or 30 ml Whiskey. Binge drinking, is considered to be illegal and strictly prohibited by the University. Non-compliance by Alcohol users or servers will result in disciplinary action taken by the University.

6.11 **No Happy hour specials, Drink discounts, free distribution of alcohol, or drinking contests are permitted:** No Happy hour specials, Drink discounts, free distribution of alcohol, or drinking contests are permitted in the Bar. Non-compliance will result in the immediate termination of the contract agreement between the bar management and the University.

6.12 **Special Events: The Serving, Sale and Distribution of Alcohol on Campus Premises (Applicable to all student clubs/societies/staff event organizers hosting events, sponsors of events, guests):** The University reiterates that all Special Events (Private and Public) must abide by the Trinidad and Tobago Liquor Licensing Act and the sanctions of this Policy. Furthermore, the University maintains that alcohol must not be served in open, public spaces unless the space is identified as the licensed premises (area demarcated for the trade or distribution of alcohol) by the University and approved by the Alcohol Policy Committee.

Appendix 7: Host responsibility⁶

Host Responsibility incorporates six key concepts designed to assist in creating safer drinking environments that reduce the risk of intoxication and its associated harms. They include the following;

1. Prevents intoxication
2. Does not serve alcohol to minors
3. Provides and actively promotes low and non-alcoholic alternatives
4. Provides and actively promotes substantial food
5. Serves alcohol responsibly or not at all
6. Arranges safe transport options

⁶ <http://www.alac.org.nz/DBTextworks/PDF/HostResp.pdf>

APPENDIX 8: REQUEST FORM – USE OF ALCOHOL FOR ALL PRIVATE AND PUBLIC EVENTS



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

OFFICE OF THE CAMPUS REGISTRAR

• Telephone: (868) 662-2002 Ext. 82000/82001 • Fax 645-7327 • Email campreg@sta.uwi.edu

To: Campus Registrar

From:

Date:

Request for Approval to Serve Alcohol on Campus

I request approval to serve alcohol on campus as follows.

Responsible Organization _____

Function/Event (date, time, place) _____

Designated Host (name) _____

Contact details _____

Will there be under aged guests? Yes No

If Yes, what measures will be put in place to prevent them consuming alcohol?

I hereby undertake to comply with the Alcohol Policy of the St. Augustine Campus of The University of the West Indies attached and note that in accordance with item 19 of the Policy, I am liable to disciplinary action under the appropriate University code/s if the function/event above for which I am responsible is found to have violated the policy.

Name of responsible person _____

Signature _____ Date _____

Appendix 9: Summary of Alcohol Use Laws in Trinidad and Tobago

The University enforces the laws and penalties regarding alcohol use in Trinidad and Tobago.

1.1 The Consumer Policy for Trinidad and Tobago

According to the Consumer Policy for Trinidad and Tobago (Under the Section “Principles and Priorities of Consumer Policy: (O) Tobacco and Drugs”, the Principles state that: “(a) Consumers are entitled to be protected from the risks of injury caused by exposure to tobacco and to be aware of the harmful effects of the use of tobacco, alcohol and drugs.”

The priorities of the Consumer Policy pertaining to alcohol use include:

- To develop and maintain programmes which will assist consumers to promote healthy life styles and to produce educational campaign materials;
- To support participatory research on drug related issues;
- To introduce legislation to ensure that all tobacco and alcohol advertisements include statements regarding the risks involved in their usage.

The University endorses the rights of the consumer and shall promote educational initiatives aimed at generating awareness on Alcohol Use.

1.2 The Motor Vehicles and Road Traffic Act⁷

This Section of the Act entails the laws of Trinidad and Tobago regarding the use of Alcohol while driving. The University endorses the following sanctions for all drivers on the University’s premises, and will follow necessary procedures in enforcing National laws:

70. (1) Any person who, when driving or attempting to drive or when in charge of a motor vehicle on a road, is under the influence of drink or a drug to such an extent as to be incapable of having proper control of the vehicle, is liable on first conviction to a fine of eight thousand dollars and to imprisonment for three years and on any subsequent conviction to a fine of fifteen thousand dollars and to imprisonment for five years.

70. (2) A person convicted of an offence under this section shall, without prejudice to the power of the Court to order a longer period of disqualification, be disqualified for a period of three years from the date of the conviction for holding or obtaining a driving permit, and on a second conviction for a like offence he shall be permanently disqualified for holding or obtaining a driving permit.

⁷ MOTOR VEHICLES AND ROAD TRAFFIC ACT: CHAPTER 48:50 [1st January 1935]

70. (3) Any constable may arrest without a warrant any person committing an offence under this section.

71. (1) Any person who causes the death of another person by driving a motor vehicle dangerously on a road, commits an offence and is liable on conviction on indictment to imprisonment for fifteen years.

71. (2) A person convicted of an offence under this section shall, without prejudice to the power of the Court to order a longer period of disqualification, be disqualified for a period of fifteen years from the date of the conviction from holding or obtaining a driving permit, and on a second conviction for a like offence he shall be permanently disqualified from holding or obtaining a driving permit.

71. (3) Any constable may arrest without warrant the driver of any motor vehicle who commits an offence under this section within his view, if he refuses to give his name and address, or if the constable has reason to believe that the name or address so given is false, or if the motor vehicle does not bear an identification plate.

71A. (1) A person who drives a motor vehicle dangerously on a road commits an offence and is liable on summary conviction to a fine of ten thousand dollars and to imprisonment for five years.

71A. (2) A person convicted of an offence under this section shall, without prejudice to the power of the Court to order a longer period of disqualification, be disqualified for a period of twelve months from the date of the conviction from holding or obtaining a driving permit, and on a third conviction for a like offence he shall be permanently disqualified from holding or obtaining a driving permit.

71A. (3) Section 71(3) shall apply where an offence is committed under this section.

71B. (1) For the purposes of sections 71 and 71A a person is to be regarded as driving dangerously if—

- (a) the way in which he drives falls below what would be expected of a competent and careful driver; and
- (b) it would be obvious to a competent and careful driver that driving in that way would be dangerous.

71B. (2) A person is also to be regarded as driving dangerously for the purposes of sections 71 and 71A if it would be obvious to a competent and careful driver that driving the vehicle in its current state would be dangerous. In determining the state of a vehicle, regard may be had to anything attached to or carried on or in it and to the manner in which it is attached or carried.

71B. (3) In subsections (1) and (2) “dangerous” refers to danger either of injury to any person or of serious damage to property; and in determining for the purposes of those subsections what would be expected of, or obvious to, a competent and careful driver in a particular case, regard shall be had not only to the circumstances of which he would be expected to be aware but also to any circumstances shown to have been within the knowledge of the driver.

72. Any person who drives a motor vehicle on a road without due care and attention or without reasonable consideration for other persons using the road, is liable to a fine of one thousand dollars and to

be disqualified for holding or obtaining a driving permit for such period as the Court thinks fit. On a second or subsequent conviction for a like offence the period of disqualification shall not be less than one month.

1.3 The Occupational Health and Safety Act 2004 (OSH Act)

The following is an extract from the OSH Act of Trinidad and Tobago, which applies to all students and employees of the University. Specific attention must be noted by all aforementioned persons operating machinery (or utilizing University vehicles on and off the University's premises), conducting scientific or laboratory experiments which involve the use of chemicals or fire, or any other harmful substance that may cause injury or death.

OSH ACT PART II: GENERAL DUTIES

10. (1) It shall be the duty of every employee while at work-

- a) to take reasonable care for the safety and health of himself and of other persons who may be affected by his acts or omissions at work;
- b) as regards any duty or requirement imposed on his employer to co-operate with him so far as necessary to ensure that that duty or requirement is performed or complied with;
- c) to report to his employer, any contravention under this Act or any regulations made there under, the existence of which he knows; and
- d) to use correctly the personal protection clothing or devices provided for his use.

(1A) A person who refuses to comply with subsection (1) commits a safety and health offence and is subject to the jurisdiction of the Industrial Court.

(2) An employee who willfully and without reasonable cause does anything which results in the death or critical injury to another person at work, commits an offence and is liable to a fine of ten thousand dollars.

(3) An employer may discipline, in the customary manner, an employee who breaks the safety provisions of this Act.

11. (1) No person shall willfully or recklessly interfere with or misuse any means, appliance, convenience or other thing provided in the interests of safety, health or welfare in pursuance of this Act.

(2) A person who contravenes subsection (1) commits an offence and is liable, on summary conviction to a fine of one thousand dollars and to imprisonment for three months.

The use of Alcohol while conducting work in such environments is viewed by the University as an unsafe work practice and a direct violation of the University's Alcohol Use Policy and the OSH Act. The University enforces the mentioned responsibilities of every employee/student, and will follow all necessary procedures to ensure that the University's work environment is safe and healthy work practices are adopted and enforced.

Appendix 10: Interpretation of terms used in the Alcohol Policy

“Alcohol Beverage” any fermented beverage containing ethanol. The Three classifications of alcohol beverages include beer, wine and distilled spirits.

“Alumni” any individual who has received academic qualifications (Diploma, Bachelor’s of Arts or Sciences Degree, Postgraduate degree) from The University of the West Indies which has been approved by the Senate of Trinidad and Tobago.

“Beer” includes ale, stout, porter, spruce beer, black beer, and any other description of beer and any liquor which is made or sold as a description of beer or as a substitute for beer, and which on analysis of a sample thereof at any time is found to contain more than 1.2 per cent A/c./Vol.

“Dealer” means the trade of selling intoxicating liquor for consumption off the licensed premises in not less than the quantity prescribed in each case, and the person carrying on such trade, respectively.

“Disciplinary Committee” a Committee comprising of A chairman, Two members of Staff and two students, aimed at addressing disciplinary matter brought forward by any student, member of staff or security.

“Guests” any individual attending any Special events on the University’s premises.

“Guild of Students” consists of all registered members of the student population, who can address student issues and concerns to the Executive .

“Licence” means any licence granted under this Policy.

“Licensed” (as regards persons or premises) means the persons named or whose names are endorsed on a licence issued under this Policy and the premises in which a trade is licensed to be carried on under this Policy.

“Licensed premises” includes the whole of the compound and curtilage of the premises on which the trade or business is licensed to be carried on.

“Organization” any group that is part of the University or functions as an exterior organized body not affiliated with the University .

“Permit” means a permit required for the removal of spirits under the Spirits and Spirit Compounds Act.

“Public” refers to any open spaces accessible to the general population on Campus.

“Private” refers to any space that is not accessible to the general population on Campus.

“Private Event” an event in which attendants are exclusively invited, or invitation is limited, or involves a gathering of specially invited guests/ attendants. This event may involve the free provision or sale of food and alcoholic beverages once approved by the Chairperson of the Alcohol Policy Committee.

“Public Event” an event held in Public open spaces. This event may involve the sale of food and alcohol beverages.

“Sale” and “Sell” include “barter” and “exchange”.

“Special Event” any event that is not a part of the regular schedule of the University’s events, and involves the attendance of guests (by exclusive invitation or purchasing of tickets), the sale or free provision of food or alcoholic beverages and entertainment.

“Spirits” means any liquor containing alcohol the product of distillation, and includes any liquor sold or offered for sale as or as containing rum, whisky, gin or any other description of spirits; and this term also includes for the purposes of this Policy all beverages whether purporting to be wine, beer or other fermented liquors or not, containing a greater proportion than 24.1 per cent A/c./Vol. either due to fermentation or added.

“Staff” any academic or ancillary member employed by the University.

“Student” any registered member of the University who partakes of the academic offerings, including all Undergraduate, Post Graduate or Part-Time member.

“Student clubs/societies” any student group or body registered as part of the Inter Club Committee under the Guild of Students.

“Testing Terminology”

Pre-employment: *Prior to being made an Offer of Employment all potential employees will be tested as part of the Company’s pre-employment testing. Those showing positive results for Intoxicants or Prohibited Substances will not be allowed to commence employment at UWI’s premises or elsewhere on behalf of UWI.*

For Cause Testing: *Employees may be tested for Intoxicants and Prohibited Substances following accidents or incidents which have the potential to cause, or do cause, personal injury, death, damage to property, equipment or the environment. Management may at its discretion test employees at the location of the accident or incident. The decision to test must be based on a reasonable and articulate belief that the employee is using a prohibited drug on the basis of specific, contemporaneous physical, behavioural, or performance indicators of probable drug use. At least two of the employee’s supervisors shall substantiate and concur in the decision to test an employee. The concurrence by both supervisors can be accomplished by phone or by having another supervisor travel to the job site, if only one supervisor is available at that particular job site.*

Random Selection for Testing: *The list of shift employees randomly selected for testing will be generated by the Company using an appropriate method of random selection of persons for Intoxicants and Prohibited Substances testing.*

Routine Testing: *Employees may from time to time (and in accordance with the Health Assessment and Fitness for Work Policy) be required to undergo a health check which may include a check for Intoxicants or Prohibited Substances abuse.*

Reasonable Suspicion: *Management may require employees to undergo testing in the following circumstances:*

- *An Intoxicant or Prohibited Substance is found at the premises;*

- *There is evidence relating to Intoxicants or Prohibited Substances abuse by an employee;*
- *An employee is suspected on reasonable grounds to be, in possession, or under the influence, of an Intoxicant or Prohibited Substance;*
- *An employee's behaviour is deemed to be detrimental to other personnel, operations, or the environment.*

“University” refers to The University of the West Indies St. Augustine Campus.

“Wine” means fermented grape juice, and all liquor sold or offered for sale as wine or under any name by which any wine is known; and for the purposes of this Act “wine” includes cider and perry and the fermented juice of any fruit.

October 25, 2011