



USJ ALCOHOL AND ILLEGAL SUBSTANCES POLICY

1. RATIONALE

- 1.1 The University of Saint Joseph (the University) is committed to maintaining an environment that is free from substance abuse. In an effort to provide a safe and secure environment for all members of the University community and to safeguard the University's integrity, the University has established an "Alcohol and Illegal Substances Policy."
- 2.1 To meet this commitment, unlawful possession, use, or distribution of illicit drugs or alcohol and smoking use are prohibited on all campuses and facilities of the University and during all University activities.

2. PURPOSE

- 2.1 The purpose of this Policy is to establish procedures and guidelines for the unlawful possession, use, or distribution of illicit drugs or alcohol and smoking use on all University campuses and facilities and during all University activities.

3. SCOPE

- 3.1 This policy applies to all members of the University community, including all faculty, visiting professors, staff, local and overseas students, employees, visitors, volunteers, and agencies providing service in the University.
- 3.2 This policy applies to conduct that occurs on the campuses of the University, on or in off-campus University buildings or property of the University, and at University sponsored activities, including off-campus education programmes and activities, and any public property adjacent to the University.
- 3.3 This policy applies to University students studying abroad through the University approved study abroad programme.
- 3.4 The sponsorship of events by alcoholic beverage and tobacco companies is prohibited, except with the prior approval of the Administrator. The approval shall be granted only in circumstances that conform to the guiding principles of this Policy.

4. DEFINITIONS

- i. Illegal substances/Drug - any substance that affects the way the body functions. Drugs forbidden by law are classified as 'illegal;'
- ii. Smoking - inhalation, exhalation, burning, or other personal use of any lit or unlit tobacco or simulated tobacco product, including cigarettes, electronic cigarettes, cigars, electronic cigars, hookahs, pipe tobacco, and any other tobacco products or simulated tobacco products;



- iii. Tobacco Use - the personal use of any tobacco or simulated tobacco product, whether intended to be lit or not, which includes, but is not limited to smoking as defined above, the use of any other device intended to simulate smoking, as well as the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco;
- iv. Alcohol or Alcoholic Beverages - any fermented liquor, such as wine, cereal malt beverages, beer, or distilled spirit that contains ethyl alcohol, or ethanol.

5. ROLES AND RESPONSIBILITIES

The purpose of this Policy is to protect the health, safety, and welfare of members of the University community and the public served by the University. The effective management and implementation of this Policy is everyone's business and can only be achieved through a cooperative effort at all levels of the organization and with high standards of quality and service.

5.1 The Catholic Foundation for Higher Education shall:

- i. ensure, so far as is reasonably practicable, as the title-holder of the University, the health, safety, and welfare of members of the University community by providing Health and Safety leadership for the establishment of adequate drug, alcohol, and smoking policies to be implemented in all campuses of the University and for all University activities;
- ii. delegate the day-to-day responsibility for drug, alcohol, and smoking policies, protocol, and management to the University while remaining accountable for the standards reached.

5.2 The Executive Council shall:

- i. approve the Alcohol and Illegal Substances Policy and all future changes;
- ii. oversee the implementation of this Policy;
- iii. oversee the development of the University's Alcohol and Illegal Substances Policy procedures, preparedness, and response plans;
- iv. advise the Catholic Foundation for Higher Education board on drug, alcohol, and smoking policies;
- v. review legislation, recommend policies, and monitor compliance per the Macao Government policies and the University Health and Safety policies.

5.3 The Administrator shall:

- i. lead the coordination of the Alcohol and Illegal Substances Policy procedures;
- ii. endorse the Alcohol and Illegal Substances Policy changes presented to the executive Council for approval;
- iii. ensure this Policy is disseminated and implemented as well as reviewed and updated regularly;
- iv. recommend resources and support continuous improvement;



- v. inform respective departments/units regarding the University's Drug, Alcohol and Smoking Policy procedures, announcements, and updates;
 - vi. ensure that full details of this policy and relevant policies are available on the intranet.
- 5.4 Health, Safety and Environment Committee shall:
- i. define roles and responsibilities regarding the University's Alcohol and Illegal Substances Policy within the Health, Safety and Environment Committee.

6. POLICY CONTENT

Unlawful possession, use, or distribution of illicit drugs, alcohol, as well as tobacco use and smoking are prohibited on University premises and in all facilities owned or leased by the University.

6.1 Policy on Illegal Drugs

- i. unlawful manufacture, possession, distribution, sale, or use of drugs is prohibited at the University;
- ii. this Policy is violated if prescription drugs are provided to or used by someone other than the person for whom they were prescribed;
- iii. this Policy is violated if prescription drugs are used in a manner for which they were not prescribed;
- iv. members of the University community are prohibited from being under the influence of any drug(s) that cause impairment and impact one's ability to perform necessary tasks and job duties.

6.2 Policy on Alcohol

- i. unlawful manufacture, possession, distribution, sale, or use of alcohol is prohibited at the University;
- ii. consumption of alcohol and/or possession of open containers of alcohol are prohibited:
 - while outdoors on university property;
 - while inside university facilities in common areas, auditoriums, galleries, dining facilities, or other spaces that are accessible by the public;
 - while in classrooms, labs, studios, or other instructional spaces when a course is in session;
 - at all on-campus athletic facilities.
- iii. lawful consumption of alcoholic beverages on the University property (whether owned or leased) is permitted by the University as follows:
 - consumption of alcohol by students of legal drinking age in an on-campus private residence;
 - consumption of alcohol in an on-campus private residence that is leased, rented, or otherwise occupied by an employee of the University;



- in connection with University programmes as approved by the relevant Faculty;
 - any events registered through the process fraternities and/ sororities are required to use in order to host an event with alcohol.
- iv. all University employees, including faculty, staff, and student-workers are expected to observe the highest standards of ethical and professional conduct;
- v. all University employees, including faculty, staff, and student-workers are prohibited from consuming alcohol in a manner that in any way impairs their normal academic, administrative, technical, or professional duties, performance of job duties, endangers the physical well-being of oneself or others, or could result in the damage of property.

6.3 Policy on Smoking

- i. smoking and tobacco use are prohibited in all facilities owned or leased by the University and on the grounds of any property owned or leased by the University.

For further information refer to the “USJ Smoke-Free and Tobacco-Free Campus Policy”

7. SANCTIONS

7.1 Sanctions may be imposed upon faculty, staff, and students who violate the University’s Drug, Alcohol and Smoking Policy as follows:

- i. faculty, staff, and students who violate this Policy may be subject to disciplinary action up to and including suspension, expulsion, and/or termination of employment;
- ii. the University reserves the right to evict from any University residence any resident involved in the use, possession, or sale of illicit drugs at any time during the year;
- iii. visitors to the University who violate this policy may be removed from University premises and University events;
- iv. individuals who violate this policy may also be referred for criminal prosecution, though criminal charges are not a prerequisite for sanctions under this Policy;
- v. any individual who violates the University’s Alcohol and Illegal Substances Policy, in addition to University sanctions, may be subject to criminal penalties under the applicable Macao law.

8. COOPERATIVE REMINDER

8.1 This policy is an extension of our commitment to make every effort to provide a safe and healthy environment for all members of the University community.

8.2 The success of this Policy depends upon the thoughtfulness, consideration, and cooperation of everyone. Members of the University community, including faculty, staff, students, volunteers,



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and visitors who observe individuals violating this Policy are encouraged to contact the Administrator for assistance.

9. POLICY AWARENESS

9.1 The University shall provide access to this policy electronically on webpage(s) designed to convey emergency or law enforcement information.

10. POLICY REVIEW

10.1 As required by the Executive Council, this policy will be reviewed to assess its effectiveness and to ensure that disciplinary sanctions are consistently enforced.

IMPORTANT – DISCLAIMER – The University of Saint Joseph accepts no liability for any action taken, or consequences arising from any use of the material or any reliance made on the material.

Author: Administrator

Approved by: Executive Council

Amendments: Administrator

Approval date: 29 July 2024

Operational commencement date: 29 July 2024

Access Right: Public

Version number: 002

*Ratified by General Council 01/2024-2025, Meeting date: 17th October 2024