

	PREVENTION AND CONTROL OF PSYCHOACTIVE SUBSTANCE USE	Code: PLT – 007 - E	
		Version: 02, 08/05/2019	
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1. OBJECTIVE

The *Fundación Educativa de Inglaterra*, interested in upholding the safety, well-being and health of all students, establishes its Policy for Prevention and Control of Psychoactive Substances Use. The abuse of alcohol, smoking, drugs, hallucinogenic substances, narcotics or other substances that create dependence become a threat for the physical and mental integrity of the working population, affecting work settings, causing damage on property, the environment and the health and safety of the workers.

2. COMMITMENT




The *Fundación Educativa de Inglaterra* and its directors, set out their commitment to the health and well-being of its collaborators by means of implementing prevention mechanisms to promote healthy life styles, self-care and no use of psychoactive substances; further, providing the resources necessary for its enforcement.

In compliance with this policy, workers are prohibited to:

- Coming to work being drunk or in post-drunkenness condition or under the influence of psychoactive substances.
- Working under the influence of alcohol or psychoactive substances that alter their consciousness state, mood, perception and capacity to react, including all activities where there is official presence of the School.
- Consuming any type of psychoactive substances or alcohol inside the Institution, generate influence or selling of the same during the work day, service provision, academic activities, off work and extra cultural activities organized by the School.

The *Fundación Educativa de Inglaterra* and its directors, in compliance with the policy guidelines, provides for the following:

- In the event of suspicion or identification of a presumed case of psychoactive substance use, the Institution may request checking the condition of the worker by means of tests or specific exams. The foregoing is intended to determine if the persons are in the proper physical and mental condition to perform their duties without putting at risk their own or third party's integrity.

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- The Foundation reserves the right of conducting random tests whenever it deems necessary.
- This policy is not applicable to the use of prescribed medicines not affecting the worker's activity.
- The prevention policy on psychoactive substance use is part of the work contract and is applicable for all personnel; in the event of failure to comply with it, the pertinent sanctions will be applied pursuant to the provisions of the Internal Regulations.

The collaborators of the Institution are responsible for their self-care and, therefore, they are expected to be the first in promoting the aforementioned policy and to report, in a timely and pertinent manner, to their hierarchical superior any case in which breaches of the policy are detected.

3. TRACK CHANGES

VERSION	DATA			CHANGE TRACEABILITY
1	15	10	2014	<ul style="list-style-type: none"> ▪ New policy
2	08	05	2019	<ul style="list-style-type: none"> ▪ The signatures were updated ▪ Track changes were included

Issued in Bogotá D.C. on the fifteenth (15th) day of October 2014. The signatures were updated on May 8th, 2019.


JEFF SHAW
 Headmaster – Rector


JUAN PABLO RODRÍGUEZ N.
 Administrative and Financial Director