

**MAHARASHTRA ACADEMY OF NAVAL EDUCATION AND TRAINING
[MANET], PUNE**

POLICY ON PREVENTION OF DRUG & ALCOHOL ABUSE

1. POLICY

It is unlawful to consume, possess or distribute drugs in the institute. Any person of the institute found guilty of consuming or possessing drugs, is liable to dismissal from the institute and also subject to legal proceedings. It is therefore advisable for everyone to steer completely clear off of any such activity or habits.

2. SCOPE

The policy is applicable to all departments of MANET which come under the purview of Quality management systems of MANET.

3. OBJECTIVES OF POLICY

The objectives of policy are as under,

1. To provide a safe and healthy work environment and promote the general health and wellbeing of its students and employees.
2. To take all necessary measures to prevent, curb and eradicate drug and alcohol abuse in the premises of MANET.
3. To initiate actions in case of abusing or suspect of abusing based on the severity of the case.

4. PREVENTION OF DRUGS AND ALCOHOL ABUSE

The guidelines for implementation of policy are as follows,

1. No person of the institute, present in the premises of MANET shall perform his/ her duties, operate machine whilst he/she is impaired by drugs or alcohol or suspected to be under the impairment of alcohol or drugs. The possession, use, trafficking and sale of drugs and alcohol at MANET are strictly prohibited.
2. If any person is found in the campus impaired by drugs or alcohol or suspected so, he/she will be taken for medical examination immediately in presence of an employee of MANET. If , after medical examination a concerned person is found guilty of the banned substance, Following actions will be initiated against him/her,
 1. Immediate Suspension/dismissal of the person from the institute depending upon the severity of the offence.
 2. Imposition of fine depending upon the intensity of offence.
 3. Deduction of OLQ marks for the offence as per procedures in case of cadets.
3. Alcoholic beverages and drugs in premises of MANET are strictly prohibited. The person caught or suspected with Alcoholic beverages and drugs will have to face the same actions as mentioned in point 2 above.

5. ENFORCEMENT OF POLICY

1. Principal of the institute enforces the policy.
2. Principal and a team appointed by him together monitor the policy at MANET.

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6. GLOSSARY

Members related to institute/ Person: cadets, faculties/staff members [lab assistants and all teaching and non-teaching staff]

Institute: MANET

Procedures: as per QMS

Campus/ premises: MANET building, workshops, ship in campus, hostel.

Abuse: means everything that is contrary to good order, established by usage.

Distribution: Unlawful sale, exchange, or giving of 'substance' to one or more persons.

Banned substance: Any illegal substance as per the law.

7. CONCLUSION

MANET is aware of the situations of drug abuse and therefore understands the gravity of the problem for the future of the institute. MANET will strive hard to reduce the problem to minimum and finally to eliminate it from the institute by taking all necessary actions within the legal framework of the country.

Prepared by	Approval of Principal	Master copy	Controlled copy