

Alcohol and substance policy - Faculty of Archaeology

Adopted by the Faculty Board on March 5th, 2024

Leiden University takes the view that work and alcohol and/or substance use are not compatible. An employee's performance is reduced, the risk of workplace accidents is higher, and an addiction problem can have a negative impact on cooperation, work climate and reputation.

Definitions

Alcoholic beverages:

- Low alcoholic beverage: beer, wine and spirits containing less than 15% alcohol
- Hard liquor: spirits with 15% or more alcohol

Social responsibility

Social responsibility means that people treat each other well and correctly and consider each other's values, norms, and roles. On-site managers should promote responsible alcohol consumption based on knowledge and understanding of the influence of alcohol consumption (and abuse). Written and unwritten house and behavioral rules and social skills are guidelines for communicating the rules and ensuring compliance. Social hygiene also means countering alcohol abuse and the resulting disruption of public order and keeping advertising for (events with) alcoholic beverages limited and responsible.

Drugs and alcohol

A zero-tolerance policy applies to substance use, with the exception of prescribed medication. Alcohol may be consumed if offered by the university during receptions, drinks, or other festive gatherings and only at the venue chosen for that purpose.

Legal provisions

Checks on the age of the person to whom alcohol is served are made by the persons providing the alcohol. According to legal regulations, no one under the age of 18 will be served alcohol.

Rules for the consumption of alcohol

1. While working, it is not allowed to be under the influence of alcohol or to consume alcohol.
2. The supervisor monitors compliance with the rules on alcohol consumption. At receptions and drinks, only beer or wine is served, no strong alcoholic drinks.
3. The intake of alcohol is done in moderation; staff, students and other attendees are responsible for monitoring this themselves. The faculty does not serve alcohol to persons under the legal age limit.
4. Storage of alcoholic beverages in offices, warehouses, workshops, or cold stores is not permitted. The exception is temporary storage for use during approved gatherings and the presence of some bottles as promotional gifts. Alcoholic beverages may be stored in the refrigerator behind the servicedesk upon approval of Jan Pronk and/or the Faculty Board.

5. Storage of empty barrels, such as beer crates, wine bottles, etc. in public areas or in storage rooms is not allowed. If there is no other possibility, empty kegs, etc. may be stored (temporarily) in locked (storage) areas or in supervised areas.
6. Alcohol consumption is allowed only in the following cases:
 - Receptions and drinks, for which the Faculty Board has given prior written approval.
 - Receptions and drinks start after 16:00 on working days and end no later than 18.30. For receptions and drinks that last longer than 18.30, extended reception attendance must be requested from the UFB ahead of time. The organizer is responsible for the costs.
 - The Faculty Board or board of the relevant organizational unit may make an exception to the rules. Such activities can only take place after Faculty Board approval.
7. The following rules apply to (volunteer) bar staff:
 - No alcohol will be consumed by bar staff during the gathering.
 - At least one member of the bar staff has followed the Social Hygiene diploma or the legally required Instructie Verantwoord Alcoholschenken (NA) ('Instruction Responsible Alcohol Serving'). This is available online.
8. All gatherings where alcohol is consumed must be approved in advance in writing by the Faculty Board.
9. If the Faculty Board or a person authorized to do so by the Faculty Board does not respond to the request for permission within two weeks, it will be deemed to have been granted. Requests can be made to arch.bestuur@arch.leidenuniv.nl.
10. When writing the Faculty Board, the following aspects need to be included:
 - The location and start and end time of the gathering;
 - The organizer (institute/group/association/etc.);
 - The group size;
 - The name and mobile phone number of the person who will be responsible for the smooth running of the gathering and will be present throughout the gathering;
 - If the group is larger than 25 persons: name of the registered BHV'er(s) ('emergency response officer') who will be present as BHV'er(s) during the entire gathering.
11. Any costs arising from the deployment of BHV'er(s), security guard(s), etc. will be borne by the organizer of the meeting.
12. The room(s)/material used for all gatherings where alcohol is or is not served, must be returned to their original state.

Violation

If the protocol is violated, the Faculty Board or board of the relevant organizational unit will determine whether and if so, what sanctions will be imposed.