
PROCEDURE: MAINTENANCE OF A WORK AND STUDY ENVIRONMENT FREE OF DRUGS AND ALCOHOL

1. GENERAL:

Within the framework of the law, Ben Gurion University in the Negev complies with that required in order to act in a drug and alcohol free environment.

2. THE OBJECTIVE OF THE PROCEDURE:

The objective of this procedure is to establish the use of drugs and alcohol for the purposes of research, teaching and social activity (accordingly) while contending with and involving several aspects as follows: informational and educational actions, enforcement and prevention, submission of a complaint and investigation, support and handling, all this relating to all the populations of the institution (University employees and students).

3. DEFINITIONS:

- 3.1. University** - Ben Gurion University of the Negev, including all its sites and facilities.
- 3.2. Alcohol** - intoxicating beverages as defined in the Intoxicating Beverages Ordinance (Production and Sale).
- 3.3. Drugs** - Dangerous drugs as defined in Dangerous Drugs Ordinance (New Version), 5733.
- 3.4. Employee** - one who is a member of the academic staff, the junior staff and the administrative and technical staff of the University and anyone between whom the University has employee employer relations.
- 3.5. Student** - one who has been accepted by the University as a student including studies in preparatory courses and within the frameworks of special studies, including the Centre for External Studies, and foreign students.
- 3.6. Offender** - an employee or student against whom a breach of this procedure has been ascribed.
- 3.7. Guest/visitor** - any person who is located within the facilities of the University at any given time.

4. CONTENT OF THE PROCEDURE:

General:

4.1 The University will evaluate, at least once every two years, the implementation of the regulation.

4.1.1. Use of Alcohol - General

The sale or consumption in public is not approved for any purpose in the areas of the University unless pursuant to the Events Committee/Mensa Committee/Office of the Students' Dean - accordingly, pursuant to the conditions determined in the Business Licensing Law and at the discretion of the committee/the relevant functionary.

4.1.2. Use of Drugs - General

The use of drugs in the State of Israel is an offence. There is an absolute prohibition of possession, use and distribution of all types of drugs, apart from cases detailed in the Dangerous Drugs Ordinance 5733-1973.

4.1.3. Use of drugs for research purposes

1. The Safety Department is responsible for granting approval, subject to the law, to purchase dangerous drugs designated for research/trial and within the framework of its role performs examination of the material, the trial protocol and control of storage of the materials serving for the studies carried out in the University.
2. There are researches at the University that are supported by international research grants (American and others) within the framework of which the researcher is obligated to comply with a work environment free of drugs as detailed in the documents accompanying the submission forms. The University declares vis-à-vis the funder that it prohibits use of drugs and alcohol between its walls. The main researcher and all the team are required to sign on a declaration testifying as to acceptance of the University's policy to maintain a work environment clear of drugs and alcohol.
3. In the event that use shall be made of drugs for research purposes, the Security Department and the Safety, Hygiene and Quality of the Environment Department of the University shall instruct the researcher as to how to maintain all the materials and shall instruct them regarding the rules of conduct in their environment pursuant to the Dangerous Drugs Ordinance, the guidelines of the Ministry of Health and the internal guidelines for maintained laboratories.

4.1.4. The Dangers of Alcohol and Drug Consumption

1. The Dangers of Alcohol Consumption

Alcohol primarily affects the central nervous system, usually depressing it. Alcohol has an effect on a number of cellular mechanisms, and can lead to memory loss, frequent urination, dilation of subcutaneous blood vessels (drinkers often exhibit flushed faces), delayed childbirth, impaired intellectual and motor abilities, and decreased performance.

2. The Dangers of Drug Consumption

The effects of drugs are varied and may affect thought processes and lead to delayed reactions, confusion, a lack of balance and coordination, impaired memory and learning capacity, anxiety, panic attacks, increased heart rate and heightened blood pressure, impaired motor function.

4.2. Informational and educational actions on the issue of a work and study environment free of drugs and alcohol

The University shall take action to conduct informational and educational activities to prevent the use of drugs and alcohol contrary to law, as follows:

4.2.1. Students:

- a. The procedure shall be published on the University's internet website in Hebrew, English and Arabic.
- b. The The Office of the Students' Dean shall be responsible for initiating lectures for students and distribution of information material, for the purpose of raising the level of awareness as to the damage and ramifications of the use and consumption of alcohol and drugs, and shall create a social climate negating the use of dangerous drugs.
- c. The Department of International Relations is responsible for requesting that the Department of Security provides instruction within the framework of the orientation day for foreign students including guidelines as regards the rules of conduct within the boundaries of the University, including reference to use of alcohol and drugs.

4.2.2. University employees:

- a. The Human Resources Division is responsible for distributing the procedure "Maintaining a work and study environment free of drugs and alcohol" once a year to all the University employees.
- b. The Safety Department is responsible for executing training at the time of commencing employment and safety refreshments for existing employees once a year, as regards the safety, hygiene and health risks derived at work and *inter alia* the University's policy regarding maintenance of a work environment free of drugs and alcohol shall be advised, as stated in this procedure.

4.3. Enforcement and prevention of use of alcohol and drugs within the boundaries of the University

The Operating Division is responsible for executing ongoing control of the franchisees operating within the boundaries of the University for the purpose of ascertaining that there is no sale of alcohol, apart from cases in which such activity has been approved as aforementioned in Section 4.1.1 above.

4.3.1 University employees

- a. The R&D Authority is responsible for signing the senior or junior academic staff involved with new and existing research, on a declaration for maintenance of a work environment free of drugs and alcohol. The declaration shall include actions that shall be taken against employees breaching their declaration and this procedure.

The researcher is responsible for signing up the research team working with him.

- b. The head researcher/laboratory manager is responsible for ascertaining and supervising that all the research employees execute and conduct themselves pursuant to the procedure and for reporting any exceptions to the relevant enforcement entities in the University.
- c. The head researcher/laboratory manager is responsible for execution of controlled purchase of raw materials that could be considered as drugs and alcohol, and execution of ongoing examination of the consumption and utilization of these materials including their storage in a closed facility pursuant to the guidelines of the Safety Department and the Security Department.

4.4. Filing a complaint, investigation and punishment

4.4.1. A complaint or report of an incident for which there is a concern of breach of the procedure shall be referred to the Security Department by the injured party or another entity on behalf of the injured party/the University. The complaint can be submitted in writing or verbally. A complaint that shall be submitted to another entity in the University shall be referred by it to the Security Department.

4.4.2. In the event of a report regarding an incident, the Security Department together with the Safety Department (if necessary) shall carry out an investigation, and on its conclusion shall issue a report which shall include a summary of the findings of the investigation and the initial conclusions and on the recommendation of the Chief Officer of the Security Department the incident report shall be transferred to:

- a. The Rector - involvement of academic staff;
- b. The Academic Secretary - involvement of students in the incident;
- c. VP Human Resources - administrative and technical involvement;

4.4.3. Any breach of this procedure shall be reported by the relevant entity to the R&D Authority, that is to say: the Rector or the Academic Secretary shall report as to breach of this procedure accordingly. The report shall include: the incident report, minutes of the disciplinary committee etc. Based on the aforementioned report an appropriate notice shall be issued (by the R&D Authority) to the financing entity which includes the main points of the investigation of the event, conclusions, and the steps taken.

4.4.4. In the event that it shall be decided to open a disciplinary proceeding against the offender, the proceeding shall be executed pursuant to the relevant disciplinary regulations.

4.5. Support and Handling

4.5.1. Students: The psychological service of the Office of the Students' Dean shall offer support and referral to detox programs and referral to professional entities.

4.5.2. University employees: The Welfare Officer from the Human Resources Department shall offer support and shall refer the employee by mediation with treatment and rehabilitation entities in the community.

4.6. The content of the procedure are imposed on all the guests and visitors to the University.

5. Responsibility:

The responsibility for execution of this procedure is imposed on the R&D Authority, the Academic International Relations Department, the Office of the Students' Dean, the Security Department, Human Resources and the Safety, Hygiene and Quality of the Environment Department.

6. Application:

This procedure is valid from the date of its publication.

(signature)

David Bareket

Deputy President and CEO