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Approved by	NZYF National Committee
Contact person	NZYF Membership Team

New Zealand Young Farmers National Drug and Alcohol Policy

A. Policy Statement

New Zealand Young Farmers (NZYF) is committed to ensuring the health and safety and wellbeing of all members, stakeholders and associates. NZYF recognises the risks that may be caused by the abuse or misuse of alcohol, drugs and other altering substances.

NZYF does not condone the misuse of drugs or alcohol. The focus of this policy is to balance disciplinary action with support of any member who may find themselves in a position where they are abusing or misusing alcohol or drugs.

This is a general health, safety and wellbeing statement of how all events which include alcohol should be managed within the discretion of the club, district or region hosting them.

B. Inductions

All NZYF staff and members should understand and have access to this policy.

All health and safety officers of NZYF should promote the policy and ensure that all events which include alcohol consider this policy as a part of their health and safety protocols along with event safety plans and the other safety protocols in NZYF.

In order to successfully implement this policy, the NZYF Board, National Committee and Regional Committees should receive alcohol and drug training regularly.

C. Alcohol Policy Statement

NZYF acknowledges that it operates in an environment where young people may wish to experiment with alcohol. However, NZYF has a duty of care to all its members and those people participating in our events. It is acknowledged that in certain circumstances alcohol can harm the health, safety and wellbeing of the NZYF community. The aim of this policy is to limit the negative effects that alcohol may have.

D. Health and Safety with Alcohol

There are certain circumstances where alcohol is inappropriate. Alcohol can reduce a person's ability to work safely by negatively affecting their alertness, nervous system, coordination, concentration and impede the persons judgment. Alcohol must not be consumed in any circumstances when a person is to operate any machinery, plant or gun as a part of any event.

If NZYF clubs, districts or regions host events where alcohol is sold or consumed, they must comply with the Sale and Supply of Alcohol Act 2012, which outlines that *"...the sale, supply and consumption of alcohol should be undertaken safely and responsibly, and harm caused by the excessive or inappropriate consumption should be minimised."*

This is evident through the completion of a risk assessment that outlines strategies to minimise the likelihood of alcohol related harm. It is also important for clubs, regions and districts to consider not only

the potential physical and mental harm of alcohol consumption but the reputational risk that could occur from consumption of alcohol. It is therefore strongly advised to implement the following strategies.

- Event promotion must not encourage the **excessive** consumption of alcohol e.g., heavily discounted drinks, promote drinking games, prizes, or rewards for overconsumption.
- Identify the members present who are under the legal age of consumption of 18 years old. If the member supplying the alcohol is unsure of the persons age, they should seek government issued photo identification (e.g., drivers' licence or passport) to confirm the attendee's age.
- Food, water, non-alcoholic beverages, and low alcoholic options should be available throughout the duration of the event.
- Alternative forms of transport should be promoted and available to assist people to get to and from the event safely, e.g., taxis, sober drivers etc
- Consuming alcohol should not be the sole focus of the event. Consider arranging entertainment and/or activities that help members/attendees engage in a positive and meaningful way.
- It is important to consider that for personal reasons some members may choose not to consume alcohol and their choice should be respected.
- Where a special license is required, then the conditions relating to the license must be complied with.
- Have at least one delegated sober host to ensure that all members and associates are safe (the Emergency Controller).

If a member overindulges in alcohol at a NZYF event they should not be served any further alcohol. Friends/senior members of the NZYF Club should assist the Emergency Controller in monitoring the person concerned to ensure that they do not cause injury to themselves or to others whilst under the influence of alcohol.

If a NZYF member repeatedly overconsumes alcohol at NZYF events and/or causes an issue at a NZYF event due to the overconsumption, misuse or abuse of alcohol then the person who identifies the issue should notify the chairperson of the Regional Committee (the "RC"). The RC should follow the Process outlined in part I of this policy.

E. Sponsorship

The reputation and values of NZYF and your club is paramount when considering who to enter into a sponsorship agreement with. Sponsors must be made aware of this policy and should follow the guidelines outlined (e.g., don't do anything that promotes the over consumption of alcohol etc).

F. Drug Policy Statement

NZYF recognises and acknowledges that it is illegal to consume or supply any illegal drug and has a zero-tolerance policy for drugs at its events. NZYF strives to have a safe environment free from illegal or harmful substances.

NZYF also identifies that the use of legal highs continues to rise rapidly. NZYF also recognises that some legal highs may be mind altering or harmful to members or associates.

Drug misuse should be addressed wherever possible through reducing the risk to the individual concerned. It should not necessarily be addressed by a knee-jerk reaction to the illegal activity.

G. Health and Safety with Drugs

Where a person is found to be using or in possession of drugs at an NZYF event they should be asked to stop. If they refuse or continue to use the drug they should be asked to leave and offered help if required.

The club chairperson should follow up with the member after the event to discuss:

- That drugs are not allowed at NZYF events and why
- Provide information about the effects of drugs
- Help them access support services
- Encourage them to discuss their problems with their parents, and/or a support person

If any person at any NZYF event is found to be supplying or dealing any illegal drugs at any NZYF event, they risk being expelled from NZYF (as per the Process). They should be removed from the event immediately, and if they refuse to leave, then the Police should be informed immediately.

If any person becomes aggressive or agitated in the opinion of the Emergency Controller, they should notify the Police immediately.

If a social event is hosted where members and other participants may be coming to the event, then it should be stated as a condition of entry that all participants in the event including members may have their bags or possessions searched on entry, or by the Emergency Controller at any point.

H. Personal behaviour policy

It is possible that a member or participant at a NZYF event may be under the influence of drugs and/or alcohol and this may result in disruptive behaviour that could be detrimental to themselves or NZYF members.

In such instances, it is appropriate to remove the individual from the event itself in the interests of their own and others' safety. Appropriate action in this instance may be to arrange for the NZYF member to be escorted home, or a support person, or other person (including the Police if necessary) may be called to collect.

The following behaviours are unacceptable at any NZYF event: offensive, threatening or intimidating behaviour, aggressive or violent behaviour, and sexual or otherwise harassing behaviour. This behaviour will result in the immediate removal of the person. It is the responsibility of the Emergency Controller to ensure any person engaging in this behaviour is removed by security and/or the police if necessary.

I. The Process

In developing this process, NZYF have attempted to balance that in circumstances where a NZYF member is proven to be taking drugs or repeatedly overindulging in alcohol and/or engaging inappropriate behaviour due to drugs or overindulging in alcohol that member may be vulnerable and at risk and may require support rather than isolation and/or banning from the organisation.

If there is an issue arising from a member's repeated abuse of substances (the "Member") the following process should be followed:

1. The person who has identified the issue (whether or not a member of NZYF) should contact the RC Chairperson.
2. The RC should exercise their discretion to determine if a formal process needs to be commenced, or if the matter can be dealt with informally.

Note, if the complainant has raised issues regarding violence or safety of the Member or other members, then a formal process should be commenced. If repeated complaints are made, then a formal process should be commenced.

3. *Informal process* – An informal process would involve the RC and other appropriate NZYF leaders (being other senior members) discussing the issues with the Member and explaining why their conduct is not appropriate with reference to NZYF Code of Conduct. They should advise the Member that if the behaviour continues then a formal process may need to be followed. The Member should also be given the contact details of the appropriate support service in case they wish to seek further support.
4. **Formal process** - If a formal process is followed then, the RC should obtain a written statement from the complainant, then the RC should contact the Regions Board Delegate (RBD) and provide them a copy of the complaint. NZYF Membership Strategy Manager should be informed that an issue has been raised and should be kept informed of progress.

On behalf of RC, National Office may also seek advice from the appropriate support service/s (such as Rural Support Trust) to determine if any additional measures should be implemented to minimise any potential detrimental effects on the members wellbeing.

Taking into consideration all advice provided, the RC should then determine who will meet with the member to discuss the allegations and issues that have presented themselves. This could defer based on the circumstances and individual involved but is likely to be the RC and RBD. The Member must have a chance to prepare and respond to the allegations and discuss them with those convening the meeting. The Member may have a support person at the meeting and must be notified they have the option to do so.

Following the meeting, RC and RBD should determine how the member can be supported and this could include monitoring, counselling and/or other forms of support. With assistance from National Office, they may also consult with the appropriate support service in the development of this plan. A plan will be developed in consultation with the member and once all parties have agreed, it will be provided to the member in writing. The support provided will differ based on the circumstances and individual needs of the member.

5. The RC should be in regular contact the Member and ensure that support plan is being followed. If the Member is unable to follow the support plan and/or continues to engage in destructive behaviour, either the RC or the RBD can elect to place the Member through the investigation and disciplinary process outlined in Article 15 of the NZYF constitution.
6. The RC and RBD should never agree to absolute confidentiality. In line with safeguarding guidance, it should be made clear that conversations will be kept confidential unless there is a risk that the to the health or safety of the Member.
7. If the RC and RBD determine it is appropriate, then they can conclude the formal process in their absolute discretion.

Following any formal process being implemented all relevant Health, Safety and Wellbeing policy and procedures should be reviewed.

This policy will be adopted as a standing order.