

UBAS Drug and Tobacco Prohibition Policy



Lahore University of Biological and Applied Sciences

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Drug and Tobacco Prohibition Policy

1 Aims and Objectives

1. Use of intoxicant drugs and tobacco poses serious threats to human health and the social life of the community and has significant economic and environmental costs.
2. Factors contributing towards drug abuse include easy access to drugs at low prices, rapidly changing social norms, existence and presence of drug dens and cartels, unemployment and economic distress, lack of awareness on drug abuse within the family and in educational institutions, mental health problems (such as anxiety, depression, anger, guilt, grief, low self-esteem, frustration, rejection etc.), curiosity/urge to experiment, influence of media portrayals, peer pressure, lack of support by parents, family and community.
3. With respect to smoking, the World Health Organization documents that more than 8 million people die in the world each year from tobacco use with 1.2 million of these deaths are from passive smoking alone and many others facing tobacco-related health complications.
4. UBAS will join hands with all stakeholders including psychologists and psychiatrists and social workers to address the problem of drug and tobacco abuse.
5. To ensure that UBAS contribute to the reduction of drug abuse and smoking, this policy has been made pursuant to the powers granted to the UBAS.

2 Scope of the Policy

This policy covers UBAS community and is applicable to students, faculty, staff and visitors including individuals associated with outsourced services on the premises of UBAS which include campus, classrooms, hostels, play grounds, libraries, laboratories, cafeterias & transport, etc.

3 Anti-Drug and Tobacco Committee

1. **Anti-Drug and Tobacco Committee (ADTC):** UBAS shall constitute an “Anti-Drug and Tobacco Committee” comprising of five members duly notified by the Vice Chancellor (VC).
2. **Composition of ADTC:** The committee shall be headed by the senior most committee member and include:
 - a) Director Student Affairs or senior university officer/faculty designated as Chair of the accessibility committee
 - b) two members from the faculty (one male and one female)
 - c) at least one member from the student body as may be prescribed by the university
 - d) one representative of psychological wellbeing committee/university’s medical center
 - e) one staff member deputed as secretary to ADTC

3.1 General Provisions for work of ADTC

For smooth functioning of ADTC, the general provisions include the following:

1. For the purpose of meeting, three members shall constitute a quorum.
2. In absence of the Chair, the senior most member shall act as Chair of the meeting.

3. The Chair and the members shall hold office for the period of three years and shall, in no case, be eligible for re-appointment for more than one similar term.
4. The VC shall appoint all members of ADTC except the ex-officio members and the representative of the student body.

3.2 Roles and Responsibilities of the ADTC

The committee shall be responsible for ensuring a drug free and smoke free environment in the UBAS and to take measures to safeguard the interests of students/staff in following ways:

1. by inquiring into, investigating and resolving any matter regarding the usage/consumption, sale and distribution of illegal drugs in UBAS;
2. by inquiring into, investigating and resolving any matter regarding the violation of Anti- Tobacco Legislation at UBAS;
3. by coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed;
4. by raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption;
5. by providing advice to UBAS administration regarding the implementation of this policy and relevant legislation;
6. by ensuring effective coordination with all relevant stakeholders inside and outside the UBAS;
7. by maintaining close liaison with the hostel wardens for implementation of this policy and may relocate the reasonably suspected student for drug abuse or found addicted;
8. by taking any other appropriate measures including but not limited to testing of an accused from any authorized laboratory; and
9. By reporting to the law enforcement agencies if any individual member of the UBAS community found guilty of sale/distribution of illegal drugs on campus.

3.3 Focal Person for Drug and Tobacco Use

A member of the ADTC who is from the UBAS administration shall be appointed a Focal Person for matters related to drug abuse and tobacco consumption. The Focal Person will act as a liaison for the members of UBAS to ADTC.

4 Efforts to Prevent Drug and Tobacco Usage

1. UBAS must undertake efforts to prevent drug use, smoking and illicit smoking. This section lists actions that UBAS should undertake efforts to prevent drug abuse and on campus smoking.
2. Awareness regarding health issues caused by drug and tobacco consumption:
 - a) **Drug use:** Possession, use, distribution and sale of drugs is prohibited in Pakistan. UBAS should educate students, staff and faculty regarding legal and disciplinary penalties for drug possession, distribution and sale.
 - b) **Smoking:** UBAS should display labels in accordance with the prohibition of smoking under Anti- Tobacco Legislation. Additionally, all students should be made aware of the adverse affects of smoking on health.

4.1 Awareness Raising Strategies

In order to create and promote awareness and to educate students/faculty and staff about the negative effects of drug and tobacco use and its prohibition, UBAS, through the ADTC, shall take the following measures:-

1. All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session, arranged by the UBAS. The session shall make them aware of this policy and the hazards of drug use and smoking.
2. An undertaking in the form set forth as Annex-A&B shall be signed by all existing and newly recruited/admitted faculty, staff members, and students, and shall be submitted to the relevant office of the university for record.

3. The UBAS shall distribute drug and tobacco awareness material through student handbooks and pamphlets, including in the admissions materials (for awareness of both parents and students), incorporating details about the UBAS policy (as well as its web link). This may include graphical images/pictorial illustrations of the adverse effects of drug and tobacco consumption on health.
4. The relevant warnings under this policy as well as provisions related to punishments for violations shall be displayed on the noticeboard of each department in UBAS.
5. Awareness raising campaigns throughout the academic year including seminars, walks, workshops, and lectures shall be arranged.
6. To create awareness, UBAS will coordinate with HEC and other national agencies.

4.2 Activities and Programs

Students shall be encouraged to participate in a diverse array of programs as healthy engagements that may prevent any inclination toward smoking or drug use. These include but not limited to:

1. extra and co-curricular activities on campus such as theater, dramatics, etc.
2. community service including planting of trees, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes;
3. physical fitness, exercise, sports and athletic activities;
4. students, faculty and administrative staff of the university who have volunteered and worked extraordinarily for implementation of this policy shall be acknowledged;
5. hosting and monitoring of recreational events to provide an avenue to bring together students without drug and tobacco use; and
6. any other program the ADTC may determine from time to time.

4.3 Engaging Student Clubs and Societies

Student societies and clubs can additionally be engaged in awareness raising activities. UBAS can collaborate with various governmental/non-governmental organizations, effectively working for the cause to eradicate drug abuse and discourage tobacco consumption. Through these liaisons, the students can also be provided opportunities to volunteer and facilitate ADTC's workings.

5 Support for Drug and Tobacco Addicts

UBAS may extend support to students, faculty, and staff facing drug and tobacco addiction in the following forms:

- 1) **On campus counselling:** A counsellor/psychologist or psychiatrist available at UBAS shall help students, staff and faculty members by guiding them through any problems or issues such as peer pressure and demotivation which often lead to drug and tobacco consumption. Any student suffering from any mental health issues, such as anxiety, depression, or post-traumatic stress disorder may also seek assistance of the trained professional. If the student requires further assistance, the counsellor/psychologist/psychiatrist may refer the student to rehabilitative services.
- 2) **Coordination with Parents:** In case a student's parents have been notified, the UBAS shall endeavor to coordinate with the parents of such students for purposes of helping the students with rehabilitation and facilitating their return to their studies in case of any gap.
- 3) **Helpline:** UBAS shall establish a helpline that students, faculty and staff can call whenever they face a mental health issue or a situation in which they may have been tempted to use drugs or tobacco.
- 4) **De-stigmatization of the affected students and university members:** Because students, faculty and staff using drugs may need significant medical and psychological assistance, all those who seek support for drug or tobacco dependence and addiction from the Focal Persons, counsellors/psychologists/psychiatrists and the

helpline will receive counselling on a confidential basis. Provided that, in the event that a student requires medical attention for drug use the UBAS shall promptly inform the student's parents of the matter and coordinate with them to assure the best care for the student.

6 Complaint Procedure

1. **Regular inspection/monitoring:** Campus security shall undertake frequent and random visits to the cafeterias, canteens, tuck shops, and other such places susceptible to the sale, usage and distribution of drugs/tobacco and stop any suspicious and illicit activity occurring in contravention of this policy and relevant legislation.
2. **Training programs:** Staff and faculty may receive training aimed at understanding behavior indicative of drug abuse so that they may refer such matters to the Focal Person in order to protect the health of the students.
3. **Complaint:** Any person associated with UBAS including (but not limited to) the student, faculty member, non-teaching staff, administrative staff, or a visitor may submit a complaint in writing to the VC, stating the violation of drug and tobacco policy.
4. **Initial Scrutiny:** Each complaint shall be assessed based on shared information. Complaints substantive in nature and associated with sufficient supporting documents/evidence shall be considered for further investigation by ADTC.
5. **Investigation:** ADTC shall investigate all non-frivolous complaints before making its decision through the following process:
 - (a) Initiation of an inquiry.
 - (b) The body of facts or information (evidence) that ADTC uses could be:
 - i) Eye witness evidence.
 - ii) Physical evidence – individual found in possession of any illegal substance, individual caught distributing any illegal drugs or tobacco on campus.
 - iii) Video recording of the security cameras.

- (c) A personal hearing/s with the accused charged in light of evidence.
 - (d) Random testing/checking of individuals by campus security on the recommendation of a committee member.
6. **Decision:** All complaints shall be decided by ADTC within two weeks of their receipt and ADTC recommendation shall be communicated to the concerned in writing. UBAS may assign penalties as detailed in Section 7 of this policy.
 7. **Appeal:** An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision by the VC, who shall review the recommendations of ADTC and uphold, minimize, or revert the decision made by the committee within seven working days. The decision taken by the VC shall be final.
 8. **False Complaint:** In the event that ADTC determines that a false allegation was made in the complaint with mala fide intent, it may send its findings to the VC and may recommend disciplinary action against the complainant.

7 Penalties

1. To discourage drug use and smoking, UBAS may impose the penalties as detailed below.
2. **Drug use:** For drug-related violations, UBAS may, on recommendation by ADTC, take disciplinary action against students, staff, faculty, and visitors in the following way:
 - a) For first time offenders in case of minor infractions, ADTC may refer the offender to the in-house counsellor/psychologist/psychiatrist to undergo medical and mental health treatment. This referral must be in writing and require the completion of the counselling or rehabilitative program within a set period.
 - b) In the event of a significant violation and/or repeated violations of this policy, ADTC may recommend that UBAS issue a warning and ultimately suspend or expel the offender (and in case of students, notify the student's parents). Further, UBAS would have to comply with any reporting requirements under any applicable law.

- c) If a student, faculty or staff member is involved in the distribution or sale of illicit drugs, UBAS shall report the violation to the appropriate authorities including law enforcement agencies.
 - d) In the event a visitor is found on the premises engaging in any drug-related offense, campus security shall immediately report the violation to the appropriate authorities including law enforcement agencies.
3. **Smoking:** For smoking-related violations, UBAS may, on recommendation by ADTC, impose the following penalties:
- a) for a first violation, ADTC may recommend UBAS issue a warning letter and a notice of displeasure;
 - b) for a second violation, ADTC may recommend suspension of the student for one week or more from the premises of UBAS with parental notification for students and disciplinary action for faculty and staff as per UBAS regulations;
 - c) for a third violation or more, ADTC may recommend a longer suspension depending on the severity of the violation and further disciplinary action for faculty and staff as per UBAS regulations;
 - d) in case any visitor is found smoking on UBAS premises, the visitor shall be fined Rs. 1,000 by UBAS, and any further necessary action shall be taken in accordance with the Anti Tobacco Legislation; and
 - e) in case of any unlawful sale or distribution of tobacco on the premises of UBAS, the violator shall be fined Rs.5,000 by UBAS and shall be reported to the appropriate authorities including law enforcement agencies.

8 Enforcement of this Policy

1. **Survey/ Feedback mechanism:** An annual survey shall be conducted, asking students and staff members to respond to an anonymous close ended questionnaire related to matters covered under this policy. The office of the Focal Person shall analyze the findings and present them to ADTC for review and comment.
2. **Implementation of this policy:** UBAS shall establish the standing ADTC and designate the Focal Person in accordance with the provisions of the policy.



Lahore University of Biological & Applied Sciences

UNDERTAKING

<input type="checkbox"/> Registration Number:	<input type="checkbox"/> Program Title:
<input type="checkbox"/> Name:	<input type="checkbox"/> CNIC/CRC #:
<input type="checkbox"/> Gender:	<input type="checkbox"/> Date of Birth:
<input type="checkbox"/> Blood Group:	<input type="checkbox"/> Contact #:
<input type="checkbox"/> Father/ Guardian's Name:	
<input type="checkbox"/> Father/ Guardian's Contact #:	
<input type="checkbox"/> Any Disability:	
<input type="checkbox"/> Any Existing Medical Problem or Mental-Health Issues:	
<input type="checkbox"/> Taking any Medicine on a Regular Basis (if yes, please give details):	

I _____ son/daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the UBAS. The UBAS is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug / tobacco related unlawful activity. Further, I have read and am aware of the provisions of the UBAS Policy on Drug and Tobacco Abuse.

Signature:

Signature of Father/ Guardian (for students:

Dated:_____

Dated:_____

Note: Please submit this undertaking form at the concerned office after joining the UBAS. For current members of the UBAS, please submit in accordance with the timelines prescribed by the University.



Lahore University of Biological & Applied Sciences

UNDERTAKING FOR FACULTY AND STAFF

<input type="checkbox"/> Name:	<input type="checkbox"/> Designation:
<input type="checkbox"/> Department:	<input type="checkbox"/> CNIC/CRC #:
<input type="checkbox"/> Gender:	<input type="checkbox"/> Date of Birth:
<input type="checkbox"/> Blood Group:	<input type="checkbox"/> Contact #:
<input type="checkbox"/> Any Disability:	
<input type="checkbox"/> Any Existing Medical Problem or Mental-Health Issues:	
<input type="checkbox"/> Taking any Medicine on a Regular Basis (if yes, please give details):	

I _____ son/daughter of _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the UBAS. The UBAS is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Further, I have read and am aware of the provisions of the UBAS Policy on Drug and Tobacco Abuse in UBAS.

Signature:

Dated: _____

Note: Please submit this undertaking form at the concerned office after joining the UBAS. For current members of the UBAS, please submit in accordance with the timelines prescribed by the University.