

	GTIIT_EHS_ISO file	File No.: GTIIT_EHS_02_10 文件编号：
		Rev. No.: 01 版本号：
		Effective date: 2020-02-02 生效日期：
File name 文件名	Alcohol & Drug Abuse Policy 酒精及药物滥用政策	

Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
Drafted by 起草人	Xu Guangxiang 许光祥	EHS Officer		
Reviewed by 审阅人	Eran Galor; Shaogang Chen陈少刚; Sehoon Park; Vijaykumar Jadhav; Ehud (Udi) Sarig;	Deputy General Director; PVC assistant & Safety coordinator; Academy Safety Representative; MSE Safety Representative; BFE Safety Representative;		
Approved by 批准人		Campus Safety Committee;		

Reversion records

版本历史记录

Rev. No. 版本号	Publication date 出版日期	Rev. reason/ content modified 再版原因/更改内容
01	2020-02-02	New file 新建文件

Relevant departments (select relevant departments with a “√”)

相关部门 (用√勾选相关部门)

Construction Dept. 校园建设部	√	Operation Dept. 校园运营部	√	H.R. Dept. 人力资源部	√
RIGS 研究创新和研 究生部	√	U.G. Dept. 本科教学部	√	I.T.Dept. 电脑信息部	√

Relevant documents 相关文件

No无

Distribution mode (black) 发放方式 (涂黑)

Electronic edition ☒ Paper edition ☐
电子版 ☒ 纸版 ☐

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1. Purpose 目的

Regulate the use of edible alcoholic beverages and drugs in the laboratory of the school to prevent their abuse from affecting workplace safety and order.

规范校内实验室食用酒精饮品及药物的使用，避免其滥用影响工作场所安全和秩序。

2. Scope 范围

The provisions of this document apply 本文件规定适用于：

- All personnel at GTIIT, including teachers and students, administrative staff, contractors, suppliers, visitors, etc. ;
广东以色列理工学院内的所有人员，包括校内师生、行政员工、承包商、供应商、访客等；
- GTIIT's on-campus laboratory and other public study and workplaces for teaching and research (science and education area).
广东以色列理工院校内实验室以及其他教学科研公共学习和工作场所（科教区域）。

3. Responsibilities 职责

3.1. EHS Office EHS办公室

- Develop and revise this policy;
制订及修订本政策；
- Monitor the implementation of this policy.
监督本政策的执行。

3.2. Human Resources HR 人力资源部HR

- Monitor the implementation of this policy;
监督本政策的执行；
- Penalties for offenders.
对违规人员进行处罚。

3.3. All administrative staff and teachers and students 所有行政员工和师生

- Comply with the requirements of this policy and forbid the use of drugs and alcohol to enter laboratories and teaching areas.
遵守本政策要求，禁止滥用药品和酒后进去实验室和教学区域。

4. Terminology 术语

- Prohibited drugs 禁用药物

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No law requires the use, possession, manufacture, storage and sale of drugs, psychotropic substances and chemicals.

任何法律规定不能使用、拥有、制造、储存及销售毒品、精神类药品和化学品。

- **Science and Education Area 科教区域**

On-campus teaching laboratory, research laboratory, on-campus experiment and processing center and other experimental and related operating areas.

校内教学实验室、科研实验室、校内实验及加工中心等实验及相关操作区域。

5. Process 流程

5.1. basic requirements 基本要求:

- All employees, suppliers, contractors, visitors, and students, regardless of working hours and non-working hours, are prohibited from drinking alcoholic beverages as long as they enter the teaching and research area of the school and teaching areas such as school equipment operation and processing centers. Taking prohibited drugs.

所有的员工、供应商、承包商、访客及学生不论工作时间和非工作时间，只要进入学校教学及科研区域内，以及学校设备操作和加工中心等教学区域内，一律禁止饮用含酒精类饮料、服用禁用药物。

- All suppliers, contractors, and visitors must not drink alcoholic beverages or banned drugs before entering the school.

所有的供应商、承包商、访客进入学校前，不得饮用含酒精的饮料、服用禁用药物。

- All personnel are not allowed to enter the school's teaching and scientific research area and the school's equipment operation and processing center and other teaching areas within 2 hours after drinking.

所有人员在饮酒后2小时，均不得进入学校教学及科研区域内，以及学校设备操作和加工中心等教学区域内。

- It is forbidden to drink alcoholic beverages or banned drugs in the science and education workplaces in schools.

禁止人员在学校内科教工作场所饮用含酒精的饮料、服用禁用药物。

- No one is allowed to use, own, distribute, store, or sell prohibited drugs in the school.

禁止任何人在学校内使用、拥有、分发、储存或销售禁用药物。

- The security guard should pay attention to the physical and mental state of the personnel entering the school. If he is suspected of drinking alcohol or taking prohibited drugs, he should go forward to ask; once confirmed, he should be

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prohibited from entering the science and education area and can be guided to the corresponding administrative place. Reception.

保安应关注进校人员的身体和精神状态，如发现有饮酒或服用禁用药物嫌疑，应上前询问；一经确认，应禁止其进入科教区域，并可引导至相应的行政场所，由受访人员进行接待。

- The grassroots supervisors of each department should pay attention to the physical and mental state of the employees of their respective departments. If they are suspected of drinking or taking prohibited drugs, they should immediately stop their work and ask the situation. Once confirmed, they should report to the department head and the school's EHS office.

各部门基层主管应关注各自部门员工的身体和精神状态，如发现有饮酒或服用禁用药物嫌疑，应立即停止其工作，并询问情况，一旦确认应报告部门负责人和校EHS办公室。

5.2. Violations and penalties 违反及处罚

- If regular employees and teachers and students in the school violate the requirements of this policy, the personnel management department shall punish them according to the relevant regulations of the school.

正式员工及校内师生违反本政策要求的，由人事管理部门根据学校相关规定给予处罚。

- Contractors, suppliers, and visitors should be expelled from the school as soon as they enter the teaching and research area after drinking; if the circumstances are serious, they should report to the police; at the same time, inform their units of violations in the school.

承包商、供应商、访客一旦发现喝酒后进入教学及科研区域，应驱逐出学校；

情节严重者应报警处理，同时告知其单位在学校内的违规行为。

6.0 Annex 附件

None 无