

Hertie School Alcohol and Drug Abuse Prevention Policy

Applicability and Objective

- (1) This Policy applies to all members of the Hertie School, consisting of the Management (the President, the Managing Director and the Dean(s)), staff members (faculty members, academic and administrative staff) and enrolled students. It also applies to external lecturers as well as affiliates while performing duties for the School.
- (2) The Hertie School is a non-smoking, alcohol and drug free campus.
- (3) According to the Hertie School House Rules, the consumption of alcohol on the School premises is not allowed for Hertie School members during working hours and during lectures and seminars, except at approved events. In any case, alcohol should be consumed in a responsible manner, in order to assure personal safety and well-being. Persons appearing to be intoxicated may be refused service and requested to leave the School premises.
- (4) Any illicit drug use is prohibited, including the manufacture, sale, distribution, dispensation, possession, or use of drugs in the workplace, on campus, or as any part of School activities and events.
- (5) Hertie School continually strives to maintain an alcohol and drug-free environment. Any Hertie School member, guest or visitor believed to be under the influence of alcohol, drugs or other substances and where this is affecting the conduct, performance, relationships, and the health and safety of themselves and/or others (who may be affected by their acts or omissions) may be told to leave the Hertie School premises. He/she may also be subject to disciplinary action, dismissal, or exclusion from the School premises.

Criminal Liability

- (1) The misuse of alcohol or drugs does not exonerate individuals from the results of their actions and, consequently, from disciplinary action. Moreover, the Hertie School will comply with the German law applicable to alcohol/drug consumption and notify the police, if a Hertie School member or any other person is found to be in possession of drugs or supplying/producing illegal substances at or while performing duties for the Hertie School. In particular, Section 323a German Criminal Code [*Strafgesetzbuch/StGB*] applies:

Committing offences in a senselessly drunken state

(1) Whosoever intentionally or negligently puts himself into a drunken state by consuming alcoholic beverages or other intoxicants shall be liable to imprisonment not exceeding five years or a fine if he commits an unlawful act while in this state and may not be punished because of it because he was insane due to the intoxication or if this cannot be excluded.

(2) The penalty must not be more severe than the penalty provided for the offence which was committed while he was in the drunken state.

(3) The offence may only be prosecuted upon request, authorisation or upon request by a foreign state if the act committed in the drunken state may only be prosecuted upon complaint, authorisation or upon request by a foreign state.

- (2) In addition, with regard to the possession and traffic of narcotic substances, the provisions of the German Narcotics Act [*Betäubungsmittelgesetz*] apply.

Assistance

- (1) It is in the interest of the Hertie School, its staff and students that individuals suffering from illness related to alcohol/substance misuse are encouraged confidentially to seek specialist help as early as possible.

- (2) Employees can find confidential help and support from the Occupational Health Service [*Akademie für Arbeitsmedizin und Gesundheitsschutz, Friedrichstraße 16, 10969 Berlin, phone 030 408060*] as well as from the Hertie School's external company physician. The department of Human Resources shall assist the individuals concerned with contacting counsellors or health services in a highly confidential manner. Equally, where an employee believes a colleague may be suffering from an alcohol/substance misuse related problem, he/she should encourage his/her colleague to seek help from the departments/persons mentioned above.
- (3) Students can find confidential help and support from the Counselling Services (below). The department of International Office & Student Life shall assist the individuals concerned with contacting counsellors or health services in a highly confidential manner. Equally, where any Hertie School member believes a student may be suffering from an alcohol/substance misuse related problem, he/she should encourage him/her to seek help from the departments/persons mentioned above.

Counselling Services

- (1) Crisis Counselling: Telefonseelsorge Berlin e.V. (crisis hotline of the churches), Nansenstraße 27, 12047 Berlin, Tel.: 0800/111 0 111 or 0800/111 0 222 (free of charge).
- (2) National addiction and drug hotline: 01805/31 30 31 (14 cents/min. from a German landline) under the auspices of the drug commissioner of the federal government.
- (3) Anonyme Alkoholkrankenhilfe Berlin (AKB) e.V. – Alcoholics Anonymous Counselling Centre, Gustav-Meyer-Straße 7, 14195 Berlin, Tel.: 030/84 10 94 44, Internet: <http://www.akb-ev.de/>. Daily counselling from 9 a.m. to 9 p.m. (no appointment needed).
- (4) Each district has its own drug counselling centre. An up-to-date list may be found at: <http://www.suchtmittel.de>.
- (5) The Hertie School employs a counsellor who offers sessions at the Hertie School. The counsellor is qualified and specializing in psychology, psychodynamic psychotherapy and psychoanalysis. She/He can be contacted via email [available](#) f.ex. at the info wall next to the Student Life office .

Reporting and Proceedings in Case of Violation

- (1) In the event of a Hertie School member discovering (suspected) illegal drugs on campus, he/she must immediately contact Central Office, Student Life, the Ombudsperson or the Management.
- (2) Any suspected or evidenced violation of this Policy must be immediately reported to the Ombudsperson or the Management. These reports may be made anonymously.
- (3) Pursuant to the Hertie School Code of Conduct, the Ombudsperson and/or the Management shall decide on the appropriate measures for solving the matter and have the right to take disciplinary action (e.g. warning, notice of termination), if necessary. Any violation of German or international law may entail legal action.

Entry into Force

- (1) The Hertie School Alcohol and Drug Abuse Prevention Policy took effect on 01.02.2013 and remain in force in its current version of 1.9.2015 until revoked.
- (2) Requests for amendments to this Policy shall be referred to the Management, who will decide on their incorporation. Any rejection requires a written statement indicating the reasons thereto. Hertie School members shall be informed of any amendment and the valid/amended version of the Policy shall be made available on the central internal Hertie School platforms.