



# Heroes Centre LTD

**Drug and Substance**

**POLICY**

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**POLICY CREATED BY MR. S. GHALIB**

# **Drug and Substance Policy**

## **1. Introduction**

Heroes Centre Limited is committed to providing a safe and healthy environment for all individuals accessing our services, including students, staff, and visitors. As part of this commitment, we enforce a strict policy regarding the use, possession, or distribution of drugs and other substances on our premises. This policy outlines our stance on drug and substance abuse and the procedures to be followed in case of violation.

## **2. Scope**

This policy applies to all individuals present on the premises of Heroes Centre Limited, including but not limited to employees, students, contractors, volunteers, and visitors.

## **3. Policy Statement**

Heroes Centre Limited maintains a zero-tolerance policy towards the possession, use, or distribution of drugs and other illegal substances on its premises. We recognize that the use of such substances poses significant risks to the health, safety, and well-being of our community members and undermines the integrity of our educational and childcare services.

## **4. Prohibited Substances**

The following substances are strictly prohibited on the premises of Heroes Centre Limited:

- Illegal drugs as defined by local, regional, and national laws.
- Prescription drugs not prescribed to the individual in possession.
- Over-the-counter drugs being used for non-medical purposes.
- Any substance intended for recreational use that may impair judgment, coordination, or cognitive function.

## **5. Procedures**

### **5.1 Detection and Investigation**

If drugs or suspicious substances are found on the premises of Heroes Centre Limited, a full investigation will be conducted immediately. This investigation may involve searching the area where the substance was found, reviewing surveillance footage, and interviewing relevant individuals.

### **5.2 Suspected Staff Member**

If there is reasonable suspicion that a staff member is under the influence of drugs while on duty or on the premises, the following steps will be taken:

- The staff member will be suspended from duty pending further investigation.
- The staff member will be required to undergo drug testing as soon as possible.
- If the staff member is suspected to be under the influence of drugs while driving into the centre, law enforcement authorities may be contacted.

### **5.3 Disciplinary Action**

Any individual found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment, expulsion from educational programs, or exclusion from

childcare services, depending on the severity of the violation and the individual's role within the organization.

#### 6. Confidentiality

All information related to drug-related incidents, including the results of drug tests, will be treated with the utmost confidentiality and will only be disclosed to individuals with a legitimate need to know, such as senior management or law enforcement authorities.

#### 7. Education and Support

Heroes Centre Limited is committed to providing education and support to prevent drug and substance abuse among its community members. We will offer resources, training, and counseling services to employees, students, and parents to raise awareness about the risks associated with drug use and to promote healthy lifestyles.

#### 8. Compliance

All employees, students, contractors, volunteers, and visitors are expected to comply with this policy. Failure to do so may result in disciplinary action in accordance with applicable laws and regulations.

#### 9. Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with relevant stakeholders and in accordance with changes in legislation or best practices.

#### 10. Conclusion

Heroes Centre Limited is committed to creating a safe, supportive, and drug-free environment for all individuals accessing our services. We appreciate the cooperation of our community members in adhering to this policy and contributing to the well-being of our organization.