

ALCOHOL GUIDELINES

1. PURPOSE AND SCOPE

Cycling New Zealand (Cycling NZ) is required under the Health and Safety at Work Act 2015 to have a policy in relation to drugs and alcohol in the work-place. Details of this policy are included in Cycling NZ's Health and Safety Policy.

Cycling NZ also has a Code of Conduct that outlines the behavioral expectations of staff, contractors and others in the sport.

Cycling NZ accepts that alcohol can be a common part of socialising in New Zealand culture, however our organisational culture does not put alcohol at the centre of high performance, how we socialise, celebrate and say thank you.

Noting the above, the intent of these Alcohol Guidelines is to provide guiding principles for the Cycling NZ as well as empowering individuals to make good decisions and take responsibility for their actions with regards to, the use of alcohol.

These guidelines apply to employees and contractors of Cycling NZ.

2. VISION AND VALUES

Cycling NZ has the vision of Inspiring New Zealanders to Ride, and to do this we are seeking to build and maintain a world class organisation with the following core values:

- We are proud of who we are, what we do, and the sport and organisation we represent
- We care equally about people and performance
- We are inspired and inspiring
- We are humble and engaging
- We are driven by the legacy we will leave

To achieve this vision and remain aligned to these values, all individuals outlined in these guidelines must be conscious of and responsible for their behaviour and use of alcohol.

3. DRINKING ALCOHOL AT WORK

In principle, Cycling NZ does not permit drinking alcohol while at work or when directly involved with Cycling NZ business. Cycling NZ will however permit the drinking of alcohol at times within agreed social work settings or when off-duty when travelling for work (such as events, conferences, courses, camps or campaigns).

Any use of alcohol in either a social work setting or while off-duty are subject to these guidelines.

All drinking of alcohol in social settings must be agreed in advance by the CEO and the most senior manager responsible prior to the occasion. Agreed social settings may include:

- Pre-arranged social staff drinks within the work place;
- Social staff drinks off-site,
- Meals out when on official Cycling NZ business;
- Staff members involved in stakeholder hosting, or being hosted by stakeholders; and/or
- Any other setting, event or environment agreed in advance by the CEO.

With regard specifically to the high performance programme and the athlete development programme when on camps and campaign, the following guidelines apply:

- alcohol will not be available at any Cycling NZ event where there are athletes present who are under 18 years of age.
- individuals can consume alcohol when formally classified as off duty*, except when there are individuals under 18 years of age.
- events or occasions agreed by the designated campaign leadership team and agreed in advance with the CEO.

If we allow alcohol within agreed social work settings, we will endeavor to supply alcohol in a responsible manner, including:

- not supplying alcohol when drinking could increase the risk of injury;
- where possible not allowing anyone who we believe has already had too much alcohol to drink more;
- where possible not allowing individuals to consume alcohol beyond legal limits and then drive;
- not drinking alcohol with, or supplying alcohol to athletes unless specifically agreed in advance by the CEO; and
- not supplying alcohol to or drinking with athletes who are 18 years old or younger

The aforementioned guidelines in regard to drinking alcohol at work are also valid when teams are competing under New Zealand Olympic Committee (NZOC) remit. The Cycling NZ policy remains valid in so far as it does not go against any NZOC policy regarding alcohol consumption. In the case where there are policy discrepancies when under NZOC remit, NZOC policy will take precedence over Cycling NZ policy.

**Cycling NZ's definition of "off-duty" is being when general all activities have been completed for the day, and specifically when on camps and campaigns; athletes whereabouts are known, and when competitions or training is finished and when staff (employed or contracted) are no longer wearing Cycling NZ clothing.*

4. RESPONSIBLE HOSTING

We take our host responsibilities seriously when hosting work functions and within agreed social settings (as outlined in section 3).

If approved, we will follow host responsibility guidelines ensuring alcohol is served responsibly and within the laws of the region or country which the hosting is taking place.

Also, when staff and teams are off shore it is expected that at least one member of Cycling NZ staff must refrain from drinking alcohol at all times to ensure any issues which may arise unexpectedly can be effectively dealt with.

As responsible hosts we will:

- serve substantial, nutritious food;
- provide low alcohol and alcohol-free drinks;
- check if we need an alcohol license to be serving alcohol;
- refuse to serve anyone we believe has already had too much alcohol;
- make provisions to enable everyone can get home safely.

5. INDIVIDUAL RESPONSIBILITIES

We expect you not to come to work under the influence of alcohol or affected by alcohol in a way that could impact on health and safety or your work performance (e.g. be hungover).

If you are not compliant with these guidelines you could face disciplinary action either in line with your employment agreement (if applicable) or via the Cycling NZ Disciplinary Procedures Policy.

If you are drinking alcohol within an agreed social setting or while off duty, you are responsible for managing your consumption of alcohol to ensure that you always:

- represent Cycling NZ in line with our agreed values;
- remain within Cycling NZ's Code of Conduct;
- remain within the law;
- do not undertake potentially dangerous activities after drinking alcohol as per our health and safety policy.

Consuming alcohol whilst wearing Cycling New Zealand branded clothing is not forbidden, it is however not encouraged. Regardless, we expect you to be conscious of the environment and company you are in, and how this may reflect on Cycling NZ's public reputation. If you are consuming alcohol outside of agreed social settings whilst wearing Cycling NZ branded clothing, you will be bound by these guidelines.

6. REPORTING POSSIBLE OR ACTUAL BREACHES OF THESE GUIDELINES

If an employee or contractor of Cycling NZ is concerned that another employee and/or contractor of Cycling NZ may have breached these guidelines, they should do one of the following as soon as possible:

- Report the incident to their manager;
- If on campaign report the incident to the HP Director or designated Team Manager;

- Report the incident to the CEO or another member of the Cycling NZ Senior Leadership Team;
or
- Report the incident to the Cycling NZ Board Chair.

All managers that have been notified of a possible breach to these guidelines are required to inform the CEO as soon as practicable.

Please note that Cycling NZ has a Whistle Blower Policy which can be found on the Cycling NZ website. Complaints or concerns can be confidentially raised through the processes outlined in this policy.

7. FINDING SUPPORT

There may be times you need support to deal with alcohol issues or to help a colleague deal with theirs.

We would encourage you to ask for help for yourself or a colleague as early as possible to reduce the chances of problems growing. All disclosures will be treated confidentially.

If you need support, we can help you with the following:

- allow time off work to deal with issues, as set out in the sick leave section of your employment agreement
- access to an Employee Assistance Programme, which means you can access free, confidential and professional support. You can access this by phoning Vitae on 0508 664 981 or emailing assistance@vitae.co.nz

Other options where you may find support:

- talking to your manager or a colleague for advice and support
- going to see your doctor or another health professional
- calling or texting 1737 to talk to a trained counsellor. This service is completely free and available 24/7.
- calling 111 if there is an immediate crisis
- ask at your local pharmacy

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