

Alcohol Policy Faculty of Governance and Global Affairs

Leiden University takes the position that work and alcohol are not compatible. An employee's performance decreases and the risk of workplace accidents increases. In addition, an addiction can have negative consequences for cooperation, work environment and reputation. This view is expressed for all employees in this faculty alcohol policy.

I. Rules regarding alcohol at the Faculty of Governance and Global Affairs:

- a. Employees may not consume alcohol or be under the influence of alcohol during working hours.
- b. No alcohol may be consumed in faculty buildings or during external work meetings.
- c. Storage of alcoholic beverages and beer crates in the offices is not permitted.
- d. Storage of empty bottles or crates of alcoholic beverages in the offices is not permitted.
- e. Gifting alcoholic beverages as business gifts is discouraged.

II. Exceptions to the use of alcohol:

- a. Beer or wine may be served at events, get-togethers or receptions in University buildings, provided permission has been requested (see III.b). Other alcoholic beverages will not be offered.
- b. The Student bar Coasters of the Leiden University College is exempt from these rules, provided that current regulations have been adopted that establish rules for alcohol consumption in this bar.
- c. It is permitted to keep some bottles as promotional gifts in an office space, provided it is evident that these bottles will be used for that purpose.

III. Rules if alcohol is served:

- a. Events, get-togethers or receptions start after 4:00 p.m. on weekdays and end no later than 8:00 p.m. The Faculty Board may make an exception to these rules. Events, get-togethers or receptions on weekends or public holidays always require permission from the Faculty Board.
- b. Catering of events, get-togethers or receptions in University buildings will be provided only by the UFB. This includes serving alcoholic and non-alcoholic beverages as well as snacks.
- c. No alcohol will be served to persons under the age of 18.
- d. Prior written permission (see IV) has been given by the Scientific Director (BSK, ISGA, LUC)¹, Director (CPL & DPC) or Executive Director (Faculty Office & Student Associations);
- e. The supervisor shall enforce the rules for the consumption of alcohol.
- f. Intake of alcohol shall be in moderation. Employees, students and other attendees are responsible for monitoring their own limits.
- g. Any costs arising from the deployment of Emergency Response (FAFS) officer(s), security guard(s), etc. will be borne by the organizer of the meeting.

IV. Content written approval:

- a. the location and start and end time of the meeting;
the organizer (institute/department/association etc.), the name and phone number of the contact person in the group who will be responsible for the smooth running of the meeting and who will be present throughout the entire meeting;
- b. the group size;
- c. if the group is *larger than 25 persons*, arrangements will be made in agreement with the UFB regarding the use of Emergency Response (FAFS) and security.

Implementation

The Executive Director is responsible for the implementation of this policy and is supported by the Facilities Coordinator (Department of Administrative Support) in the Faculty Office.

This policy was adopted by the Faculty Board on December 19, 2023.

¹ The Scientific Director may mandate this to the Institute Manager