



Alcohol policy at Leiden Law School

Leiden University believes that work and alcohol are not compatible. The performance of staff diminishes and the risk of workplace accidents increases. In addition, addiction can have negative effects on collaboration, the work environment and our reputation. This policy document sets out the rules on alcohol that apply to all staff at Leiden Law School.

Rules on alcohol consumption on Leiden Law School premises

- Employees may not consume alcohol or be under the influence of alcohol during working hours.
- Managers monitor compliance with the rules on alcohol.
- At events, drinks receptions and social gatherings, only soft drinks, beer and wine will be served (no spirits).
- Alcohol intake is permitted in moderation: staff, students and others present are responsible for monitoring their own intake. The faculty does not serve alcohol to anyone under the legal drinking age.
- Storing alcohol in offices, storage spaces or fridges is not permitted. The only exceptions to this rule are temporary storage for use during events and the presence of a few bottles as business gifts.
- Storage of empty barrels, crates, wine bottles etc. in public areas or storage spaces is not permitted.
- The [Leiden University protocol for study associations on the use of intoxicants](#) of 16 March 2016 (currently only available in Dutch) shall apply unless otherwise stated in this document.

Alcohol consumption is only permitted on the following occasions:

Events, drinks receptions and social gatherings for which prior permission has been received. Staff from departments and institutes must request this permission from their Academic Director. All other staff must request permission from the faculty's Facility Manager. Study associations must receive permission from the Assessor.

Drinks receptions and social gatherings may begin from 16.00 onwards on working days and must end by 20.00 at the latest. The Faculty Board may make exceptions to this rule.

At weekends and on national holidays, these events may only take place following the prior approval of the Faculty Board.

Requests for approval must indicate:

- the location as well as the time the event will start and when it will end;
- the organiser (institute/department/study association etc.);
- the size of the group attending the event;
- the name and phone number of the person responsible for the smooth running of the event and who will be present during the entire event;

- if the group is larger than 25 persons, the name of the registered Emergency Response Officer(s) at Leiden Law School who will be present during the entire event;
- if the group is larger than 50 persons, the Facility Manager must be consulted to check whether it is necessary to hire security staff.

Any costs arising from the need for Emergency Response Officers, security officials etc. will be charged to the event's organiser.

The Academic Director, Facility Manager or Assessor will send a copy of their approval to the reception of the building where the event is being held. If approval is requested from the Faculty Board to provide an exception for the end time or for an event at the weekend or on a national holiday, the request will be forwarded to the Director of Operational Management for their approval.