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N U M L

## Anti-Drug Policy

Year 2021

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## Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Act and Statutes of National University of Modern Languages (NUML), the following expressions shall have the meanings as follows:

- 1.1 **Alumni** means former students of NUML.
- 1.2 **Committee** means the individuals chosen by the Competent Authority to collect information and make decisions.
- 1.3 **Competent Authority** means Rector of the University.
- 1.4 **Drug** means substance which adversely affects behavior or performance. Illegal drugs are defined as including, but not limited to: marijuana, cocaine, crack, ice, hashish, amphetamines, mescaline, psilocybin, narcotics, opiates, and other hallucinogens except when taken under a physician's prescription in accordance with the law.
- 1.5 **Employee** means administrative staff, contractor, sub-contractor and daily wagers working at the University.
- 1.6 **Faculty member** means a faculty member (permanent/contractual/visiting) who works at the University.
- 1.7 **Main Campus** means Islamabad Campus.
- 1.8 **Plain view** means a location or field of perception in which something is plainly apparent.
- 1.9 **Procedure** is the process followed for implementing the policy.
- 1.10 **Regional Campus/Branch** - are the campuses designated as campus/branch.
- 1.11 **Student** means a person who is studying at the University.
- 1.12 **Suspected premises** means any place declared to be suspect by the Administration Branch of the University.
- 1.13 **University** means National University of Modern Languages.

## Section-2. Policy and Procedure

### 1. Purpose:

Based on the national effort to prevent the use and maintain strict vigilance on the use, distribution and sale/purchase of drugs, National University of Modern Languages (NUML) is committed to providing its students/alumni/faculty members/staff with a supportive, safe and healthy environment. At NUML, it is strongly believed that the use of illegal drugs needs to be handled as a shared responsibility of the University Administration as well as the students.

### 2. Scope:

This policy applies to all students, alumni, faculty and staff of the University and its regional campuses/branches. It is also applicable to all contractors, their staff, daily wagers and other personnel working in/within the premises of the university/its campuses or are in connection with University activities.

### 3. Policy Statement:

The storage, distribution, dispensation, possession, sale, purchase and/or use of drugs (narcotics) in any part of the University is strictly forbidden.

### 4. Reporting Cases of Drugs:

**4.1** Any employee/student/faculty member who witnessed handling/usage of drugs prohibited by this policy should immediately report the circumstances in accordance with the procedure set forth below. The University may investigate any conduct that violates this policy, even in the absence of a complaint, and take remedial action where appropriate.

#### **4.2 Responsibilities of Pro-Rectors, Directors, Deans and HoDs**

It is imperative that Directors, Deans and HoDs not only adhere to but enforce this policy. Academic and Administrative Staff have a special obligation to discourage the usage/use of drugs on Campus and University facilities. All personnel have an affirmative duty and are required to promptly report any activity they observe, learn about from others, or reasonably suspect has occurred with respect to an employee/student/alumni/faculty member.

#### **4.3 Responsibilities of Management**

In cases where an investigation confirms a violation of this policy, management in the relevant Campus/Department/Branch/Office/Cell must ensure that appropriate remedial action, which may include disciplinary action, is initiated and implemented. Management is also responsible for regular monitoring to ensure that all remedial and/or disciplinary steps are completed.

### 5. Procedure:

**5.1** Inquiries regarding this policy may be sent to the Director Administration, Jinnah Block. Individuals who wish to file complaint anonymously should call Administration Branch directly.

**5.2** The University encourages prompt reporting of complaints so that it may respond appropriately and conduct an investigation as soon as possible.

#### **5.3 University Investigation and Disposition of Complaints**

- i. The University will conduct a prompt, thorough and impartial investigation of a complaint as necessary and appropriate. The University will make every effort to complete its investigation within thirty (30) days of a report of handling/usage of drugs and will keep the investigation confidential to the extent possible. The investigator may find it necessary to extend the time period for completing an investigation in some circumstances.
- ii. Where a complaint alleges a potential violation of the policy, the investigation will include an interview with suspected individual, as well as the person who made the initial report and/or any other person who may have information regarding the incident, each of whom is expected to cooperate with any investigation. The investigator may also review relevant documents. The suspect will have an opportunity to be heard and present information/his point of view. The investigation process is strictly internal to NUML.
- iii. The Committee
  - a. A Committee shall be formed to carry out all activities and put in efforts with reference to search, seizure, investigation and conduct proceedings in all matters related to illegal drugs. The Committee will be headed by Director Administration - other members may include:
    - i. 2x Members from the Security Branch
    - ii. 1x Faculty member / Representative of the concerned Department.
    - iii. Hostel Warden (in case of a hostel room)
    - iv. Advisor Student Affairs
  - b. In case of a reported violation of this policy, the Committee Members will investigate the accused using the following guidelines:

**Plain View: Presence of Individual(s) at the Suspected Premises**

- i. Any student/alumni/faculty member/employee may report anything suspicious related to this policy to Director Administration. Director Administration will determine whether a criminal search is required.
- ii. Admin Staff will announce/introduce themselves, state the reason for the premises check, ask the individual(s) to confirm or deny the presence of drugs, and, if confirmed, ask who is responsible.
- iii. Materials in plain view will be confiscated by the Admin Staff, a thorough search of the room will be conducted, and security guards will be called to collect the material.
- iv. Individuals will be informed that an Incident Report will be written.
- v. The case will be referred to the Committee, which will conclude the findings and recommend further actions.

**Plain View: The Suspected Premises is Empty**

- i. Admin Staff will contact Director Administration and explain the circumstance. Director Administration will determine whether a criminal search is required.
- ii. In an administrative search and seizure, the Admin Staff will enter the premises and confiscate any drugs in plain view. No search will be conducted at that time, but the location will be secured.
- iii. When individual(s) return, they will be directed to another location and the situation explained to them. With the approval of Director Administration, an administrative search and seizure will be conducted by Admin Staff.

- iv. The Admin Staff will introduce themselves, state the purpose for the search, and explain that they are present in an administrative capacity to take possession of any illegal drugs found in the room.
- v. Admin Staff will ask to confirm or deny the presence of drugs and, if present, to identify the responsible person. A thorough search of the room will be conducted. Any drugs or paraphernalia found will be handed to the Security Guard outside the room.
- vi. Individuals will be informed that an Incident Report will be written, and that the substances found will be analyzed by the Administration Branch. The case will be referred to the Committee, which will conclude the findings and recommend further actions.

#### **5.4 Findings and Recommendations**

- i. The Committee will report the findings to relevant Pro-Rector/Director/Dean as may be appropriate.
- ii. Where the Committee concludes that a violation of this policy has occurred, the relevant Campus/Department/Branch/Office/Cell will take prompt and appropriate remedial action in accordance with the recommendations by the Committee, including disciplinary action.

#### **5.5 Disciplinary Actions**

- i. For Students

*First Time*

Student(s) found in possession of drugs will be suspended for one semester in addition to a monetary fine of Rs. 10, 000. In case where the student was also found using the drug, a rehabilitation Certificate of complete abstinence from a certified Rehabilitation Center will be required for resuming the semester. The University reserves the right to expel the student on disciplinary grounds in case of failure to produce full abstinence certificate.

*Second Time/Recurrence*

In case a student is found using and/or handling in drugs again, s/he will be expelled from the University immediately. The cases of students in their final semester will be considered by the Committee to recommend appropriate action.

- ii. For employees/faculty members

Depending on the circumstances, disciplinary action may include (but is not limited to): reprimand/verbal counseling, training, censure, withdrawal of privileges, letters of warning or suspension, and dismissal.

#### **5.6 Confidentiality and Ethics**

All cases will be dealt with in confidence and all personal information will be processed securely. This will encourage the affected individuals to come forward and rebuild their academic and/or social lives.

### **5.7 Non-Retaliation**

- i. The University will not in any way retaliate against an individual who reports a perceived violation of this Policy, participates in any investigation, or otherwise opposes perceived handling/usage of drugs including as a witness. It will also not retaliate against anyone associated with the individual who engages in such an activity, such as a family member.
- ii. The University further will not tolerate retaliation by any employee/student/alumni/faculty member. Retaliation against anyone who complains of, testifies in, or assists in an investigation or proceeding involving drug handling/usage is a serious violation of this policy.
- iii. Anyone who believes they have been subjected to retaliation should report the matter immediately according to the same procedure provided in this policy for making complaints.
- iv. Any person found to have retaliated against another individual will be subject to the same disciplinary action provided under this policy for other violations.

### **5.8 Advocacy of the Policy**

The role of each department in restricting the use of drugs is important. Directors, Head of the Departments, Program Coordinators, faculty members as well as Class Representatives (CRs) will play a vital role in this regard. To achieve that and make it all possible, the departments/offices will:

- i. Monitor/safeguard against the menace of drug abuse. Principle of 'Know Your Men' be effectively exercised and individuals/class representatives be asked to report the matter themselves and assurance be given to help them or their class fellows/colleagues in getting rid of this menace.
- ii. Identify involved/affected students/faculty members/employees and report to their respective HoD/Director or Director Administration.
- iii. Encourage addicted students/faculty members/employees to seek help to get rid of the addiction.

### **5.9 To prevent use of drugs at the University, following advocacy efforts will be made:**

- i. Disseminate the policy among students, faculty and staff members; warn them of the disciplinary action on violation of the University policy.
- ii. Organize seminars/workshops to discuss impact of drugs.
- iii. Hold individual and group level consultation with policy makers and key players of the Ministry of Health for designing, developing and implementing prevention programme.

## Section-3: Drug Handling/Usage Complaint Form

Employees/faculty members/students/alumni can file a complaint of drug handling/usage through this form.

**Contact Information:**

**Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Designation** (*not* for students): \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **E-mail id:** \_\_\_\_\_

**Your Status** (Faculty member/Administrative Staff/Student/Alumni/Intern/Contractor, Sub-Contractor/  
Employment Applicant/third-party conducting business with the University):  
\_\_\_\_\_

**Name of the person you believe is involved in drug dealing/usage:**  
\_\_\_\_\_

**Designation** (*not* for student): \_\_\_\_\_

**Department:** \_\_\_\_\_

**Relationship to You** (class fellow/senior/supervisor/co-worker/faculty member etc.): \_\_\_\_\_  
\_\_\_\_\_

**Please explain the specific actions or events that have resulted in your allegation(s). Please include details about dates and locations where appropriate, as well as names of any witnesses:**

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