

Code:	SR/08/2025	
Ref. No.:	UTB/25/007951	
Type of document:	PUBLIC	
Category:	RECTOR'S DIRECTIVE	
Title:	Consumption of Alcoholic Beverages, Addictive Substances, and Smoking on the Premises of Tomas Bata University in Zlín	
Liability:	Tomas Bata University in Zlín	
Issue date:	21 February 2025	Version: 02
Effective from:	1 March 2025	
Issued by:	Rector	
Prepared by:	Occupational Health and Safety and Fire Safety Officer	
In cooperation with:	Legal Services	
Pages:	3	
Appendices:	2	
Distribution list:	TBU employees, TBU students, general public	
Signature of authorised person:	Prof. Mgr. Milan Adámek, Ph.D. m. p.	

Article 1

Purpose of the regulation

- (1) This Rector's Directive, pursuant to § 106 Paragraph 4 Letter e) and i) of the Act No. 262/2006 Coll., the Labour Code, as amended, and Act No. 65/2017 Coll., on the Protection of Health from the Harmful Effects of Addictive Substances, as amended, establishes the obligation to comply with the ban on the consumption of alcohol, addictive substances, and smoking in all buildings of Tomas Bata University in Zlín (hereinafter referred to as "TBU") and to carry out checks to ascertain whether employees or other persons are under the influence of alcohol or other addictive substances.

Article 2

Ban on smoking and on the use of electronic cigarettes

- (1) Smoking and the use of electronic cigarettes are prohibited:
 - a) in all indoor areas of premises used by TBU (hereinafter referred to as "TBU premises"),
 - b) in the immediate vicinity of entrances to TBU premises,
 - c) within the grounds of the children's playground at the TBU Nursery School.
- (2) If a TBU employee becomes aware of a breach of this ban, they are obliged to request the person violating the smoking or electronic cigarette ban to stop such behaviour or to leave the premises. The person in question is obliged to comply with this request.
- (3) If the person violating the smoking and electronic cigarette ban fails to comply, the TBU employee shall call the building security. If the offender is a TBU employee, their immediate superior shall be notified. If the offender is a student, the matter shall be dealt with by the relevant academic staff member or student affairs officer, as appropriate.
- (4) Areas where smoking is prohibited must be visibly marked with a "No Smoking" sign.

- (5) Areas where the use of electronic cigarettes is prohibited must be visibly marked with a text notice stating that the use of electronic cigarettes is not allowed in that area.

Article 3

Prohibition on the consumption of alcoholic beverages, use of drugs and other addictive substances

- (1) The consumption of alcoholic beverages, use of drugs, and other addictive substances is strictly prohibited in all premises used by TBU, both during and outside of working hours.
- (2) Entry to and presence within all TBU premises is prohibited for any individual who is clearly under the influence of alcohol or other addictive substances and is in a condition that poses a threat to themselves, other persons, property, or public order.
- (3) If a TBU employee becomes aware of a breach of the prohibition referred to in the preceding paragraph, they are obliged to request the person violating the prohibition to leave the premises immediately. The individual must comply with this request without delay.
- (4) If the person violating the prohibition referred to in Paragraph 2 fails to comply with the TBU employee's request under Paragraph 3, security personnel shall be called. If the individual is a TBU employee, their immediate superior shall be notified, and further steps shall be taken in accordance with Article 4 of this Directive. If the individual is a student, the violation shall be addressed by the relevant academic staff member or the appropriate student affairs officer.

Article 4

Testing for the presence of alcohol and other addictive substances among TBU employees

- (1) A TBU employee or TBU student who is reasonably suspected of being under the influence of alcohol or other addictive substances is required to undergo a preliminary test for alcohol or addictive substances.
- (2) A TBU employee or TBU student who is reasonably suspected of causing harm to themselves or another person or causing damage to another person's property in connection with the consumption of alcoholic beverages or other addictive substances is required to undergo a preliminary test for the presence of alcohol or addictive substances.
- (3) The person responsible for conducting the preliminary test for the presence of alcohol or addictive substances in an employee is the employee's immediate superior.
- (4) The preliminary test for the presence of alcohol or addictive substances in TBU employees is also conducted in the presence of another person acting as a witness.
- (5) Preliminary tests for the presence of alcohol or addictive substances in TBU students shall be carried out in the presence of the relevant teacher and another employee.
- (6) The results of the preliminary test for the presence of alcohol and other addictive substances shall be recorded in writing (see Annexes 1 and 2) and forwarded without undue delay to the Occupational Health and Safety and Fire Safety Officer.

- (7) If a TBU employee/student refuses the preliminary examination pursuant to Paragraphs 1 and 2, or if such an examination cannot be performed or completed, a specialist medical examination shall be performed.
- (8) If a TBU employee/student refuses a specialist medical examination, they shall be regarded as being under the influence of alcohol or other addictive substances.
- (9) If the presence of alcohol or other addictive substances is proven, the person examined shall reimburse the person who paid the healthcare provider for the costs of the specialist medical examination for all costs of this examination.
- (10) If the specialist medical examination was performed because the person refused the preliminary examination, the person who refused is obliged to pay all costs regardless of the outcome of the investigation.

Article 5

Exceptions to the prohibition on alcohol consumption in the workplace

- (1) Minimal alcohol consumption is permitted exclusively in the case of activities in the workplace with which alcohol consumption is commonly associated in accordance with § 106 Paragraph 4 Letter e) of the Labour Code. These include, for example, ceremonial toasts in the case of important events held on the premises of TBU or important business meetings.

Article 6

Final provisions

- (1) This Directive repeals and replaces Rector's Directive No. 22/2023 on the Consumption of Alcohol, Addictive Substances, and Smoking on the Premises of Tomas Bata University in Zlín.

Document version			
Date	Version	Changed	Description of change
13 July 2023	01	Occupational Health and Safety and Fire Safety Officer	Creation of document
19 February 2025	02	Occupational Health and Safety and Fire Safety Officer	Amendment to document

This English version of the internal regulation is provided for informational purposes only and is not legally binding. It may not fully correspond to the Czech version of the document.