

## **Alcohol Policy for Keck Graduate Institute**

### **Purpose and Scope**

This policy governs the use and consumption of alcohol purchased with institutional funds by both faculty/staff and students at Keck Graduate Institute (“KGI”).

### **Policy**

#### **Alcohol Use & Reimbursement Policy (Faculty/Staff)**

- **Scope:** This policy applies to KGI employees, including student workers. It should be read in conjunction with KGI’s Drug-free Campus and Workplace Policy (Policy 140).
- **Reimbursement Criteria:** KGI will reimburse employees for alcoholic beverages purchased for legitimate business development purposes. This includes activities such as seeking new business opportunities, building and sustaining connections with donors or corporate partners, or other events that support KGI’s initiatives. Routine meeting meals, training, or professional development is not considered business development.
- **Approval:** Reimbursement for alcohol requires prior approval from the employee’s cabinet-level supervisor. Routine meeting meals, training, or professional development activities are not eligible for reimbursement.
- **Responsibility:** Employees must consume alcohol responsibly at business trips or university-related events, following guidelines outlined in KGI’s Drug-free Campus and Workplace Policy (Policy 140) and KGI’s Use of Alcohol Beverages at KGI-Sponsored Events. KGI assumes no responsibility for the actions of individuals who consume alcohol at KGI-related events. Any incidents involving alcohol that result in harm, legal violations, or damage to property may be subject to disciplinary action and/or legal consequences.
- **Limitations:** Reimbursable amounts must be reasonable, not lavish or extravagant. Under most circumstances, reimbursable drinks in the course of a restaurant meal should be limited to one per person.
- **Restrictions:** Alcohol purchased for consumption at “Bring Your Own Bottle” (BYOB) events is not reimbursable. Sponsored or donated alcohol must be approved by cabinet. Alcohol charges cannot be billed to sponsoring grants and contracts.

#### **Student Use of Alcoholic Beverages Policy**

- **Scope:** This policy applies to KGI students and should be read alongside KGI’s Drug-free Campus Policy (Policy 340).
- **Approval Requirement:** No student under 21 may possess or consume alcohol on KGI property or at KGI-sponsored off-campus activities. Alcohol may only be served to individuals 21 years or older who can provide valid proof of age. Events where alcohol is served must be approved in advance by the Division of Student Affairs. These events require the submission of an “Event with



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Alcohol Request Form” at least two weeks before the event. Off-campus events must be held at licensed and insured establishments and registered through the Division of Student Affairs.

- **Responsibility:** Intoxication on campus or during program activities is strictly prohibited. KGI assumes no responsibility for the actions of individuals who consume alcohol at KGI-related events. Students are personally responsible for their conduct and any consequences resulting from alcohol consumption. Violations will be subject to disciplinary action under KGI’s Honor Code and Student Clinical Code of Conduct.
- **Student Organizations:** Official student organizations must adhere to this policy. Violations may result in suspension or revocation of organizational recognition.
- **Safety Measures:** Designated drivers and transportation options must be arranged for events where alcohol is served. Support is available for students facing alcohol-related difficulties.