

# Drug and Alcohol Free Workplace Guidelines/Discussions

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## I. Purpose

To protect the health and well-being of the College and its individual employees.

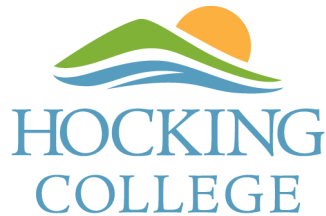
## II. State & Federal Laws

The College upholds the federal and state laws prohibiting the use, possession, sale, or offering for sale of controlled substances and will not interfere with the legal prosecution of any members of the community who violate such laws. Law enforcement officers, when armed with the proper documents, have the legal right to search any and all buildings on the campus without prior notice.

## III. Discussion

The abuse of drugs and alcohol is a serious threat to the College and its employees. Management and employees are equally responsible for maintaining a safe and healthy working environment. For that reason, the College has adopted the following policy:

1. The unauthorized possession, offer for sale, use or sale of alcohol, or illegal drugs, or the misuse of any legal drugs on college premises or while on college business is prohibited and will constitute grounds for termination. The following list is a partial list of controlled substances:
  - Narcotics (heroin, morphine, etc.)
  - Cannabis (marijuana, hashish)
  - Stimulants (cocaine, diet pills, etc.)
  - Depressants (tranquilizers)
  - Hallucinogens (PCP, LSD, designer drugs, etc.)
2. Any employee under the influence of drugs or alcohol, which impairs judgment, performance or behavior while on college business, will be subject to discipline including termination.
3. The College has a number of jobs that present special safety considerations to employees. These include the use of moving machinery, transportation of goods and persons. The College may require that all employees on jobs that involve special safety considerations be tested periodically for the use of drugs. An employee with positive test results may be disqualified to work in such a job. Test results will be confidential.



4. Each employee is responsible for promptly reporting to college health personnel any use of prescribed drugs that may affect the employee's judgment, performance or behavior.
5. Any employee convicted of violating a criminal drug statute in this workplace must inform College of such conviction (including plea of guilty and nolo contendere) within five days of the conviction occurring. Failure to inform the company subjects the employee in disciplinary action, up to and including termination for the first offense. By law, the company will notify the federal contracting officer within 10 days of receiving notice of such a conviction.
6. The College reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.

The College will establish such procedures as it finds necessary to effectively enforce this policy. In addition, the College will provide supervisory training to assist in identifying and addressing illegal drug use by employees. That may include a requirement that employees cooperate in personal or facility searches when there is reason to believe drugs or alcohol are present, when their performance is impaired or when their behavior is erratic. Refusing to cooperate with these procedures may be cause for disciplinary action, including termination.

The College maintains an Employee Assistance Program (EAP). It strongly urges employees to use the program for help with alcohol or drug problems. It is each employee's responsibility to seek assistance from the EAP before the problem affects judgment, performance or behavior.

#### **IV. Drug-Free Workplace Act of 1998**

In response to the Drug-Free workplace Act of 1988, Hocking College will:

1. Require each federally-funded grant employee to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
2. Require that the College will notify the federal agency within 10 days after receiving notice from an employee or otherwise receiving actual notice with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination; ***or***
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State or local health, law enforcement, or other appropriate agency.



All employees are asked to acknowledge that they have read the above policy and agree to abide by it in all respects. By law, this acknowledgement and agreement are required of you as a condition of continued employment.

The College will make a good faith effort to continue to maintain a drug-free workplace by implementation of the above actions.

## **V. Expectations related to the Use of Alcohol on Hocking College Sponsored Trips**

Hocking College students are held to the Student Code of Conduct while on College-sponsored trips. The Hocking College guide for student behavior on trips includes a section related to the use of alcohol. Alcohol consumption in countries other than the United States may pose additional security and health risks to students engaging in global studies.

If alcohol consumption is affecting the well-being of a student and/or interfering with his or her participation in the study abroad program, or is otherwise disrupting the instructional environment for others, it is the responsibility of the Hocking College employee accompanying student to bring this to the attention of the College and to request a change in the student's behavior. Failure on the student's part to change disruptive behaviors will be subject to sanctions by the College.

In countries where the legal age for consumption is lower than that of Ohio, the student will be held to the legal drinking age in Ohio (age 21 years of age). We recognize that the faculty are not in the position to "police" this policy, yet behaviors that are indicative of underage drinking may be cause for sanctions by the College (which may include an early return home). Irresponsible use of alcohol from any individual will be cause for sanctions by the College and should be reported to the College.

Further, it is the expectation that the employee both model and encourage healthy behavior and choices for students engaging in global studies. As the Hocking College employee accompanying students and an adult role model, your actions are being observed by your students and host institution. Please bear this in mind with your own choices about alcohol consumption while serving in this role.

Under no circumstances may the accompanying Hocking College employee purchase or otherwise obtain alcohol for students. Drinking during class, labs, or study sessions is prohibited. Drinking with students is strongly discouraged.