



Drug and Alcohol Abuse Prevention Policy

John Carroll University is committed to maintaining a safe, healthy and efficient environment that enhances the welfare of our employees, students and visitors. It is the policy of the university to maintain an environment in which its employees are free from impairment from substance abuse. The university will make a good faith effort to maintain a drug-free workplace.

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, to minimize lost work time, and for reduced personal, family and social disruption. John Carroll University encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse. John Carroll University will assist employees in overcoming drug or alcohol abuse. However, the decision to seek diagnosis and accept treatment for drug or alcohol abuse is the individual employee's responsibility.

The university encourages employees to seek assistance in dealing with a substance abuse problem or the problems of a family member by contacting their supervisor or the Office of Human Resources. No employee will be terminated solely as a result of seeking counseling and rehabilitation.

In accordance with the Drug-Free Workplace Act and Drug-Free Schools and Communities Act, John Carroll University prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs or alcohol in the workplace, on university premises, or as part of any university activities. All employees are expected to abide by these standards of conduct as a condition of employment. For purposes of this policy, unlawful conduct involving illicit drugs or alcohol is governed by the laws in effect where the employee is working.

The legal drinking age in Ohio is 21. Knowingly furnishing alcohol to a person under the age of 21 is also prohibited by state law. Employees who are of legal drinking age are expected to consume alcohol in a mature and responsible manner while attending university activities. The university prohibits the consumption of alcohol by any person when the consumption adversely affects job performance and/or endangers the physical well-being of any person.

Employees violating the standards of conduct in this policy will be disciplined up to and including termination in a manner that is consistent with the procedures governing corrective counseling and termination of employees and with any applicable federal, state, or local law. Employees may be referred to suitable counseling or treatment resources for evaluation and treatment in these instances. When warranted, corrective counseling may include requiring an employee to successfully complete a rehabilitation program. While undergoing counseling and treatment for drug or alcohol abuse, employees must continue to meet all standards of conduct and job performance. Persons who violate this policy may be referred to law enforcement authorities for arrest and prosecution.

In order to comply with the Drug-Free Workplace Act, John Carroll University requires all employees to notify the university of any criminal drug statute conviction involving a violation occurring in the workplace no later than five (5) days after such a conviction. The university will notify the appropriate federal contracting agency within ten (10) days after receiving notice of a conviction of any employee working under a federal contract or grant.

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