

Policy: Drug-Free Workplace	Policy Number: I-6.8
Policy Owner(s): Human Resources	Original Date: 3/10/2006
Last Revised Date: 10/13/2016	Approved Date: 11/22/2016

- I. **POLICY:** The policy of John Carroll University is to take affirmative steps to maintain an environment free from drug and alcohol impairment and substance abuse.

- II. **PURPOSE:** Consistent with the University’s mission and applicable laws, this Drug-Free Workplace policy is designed to maintain a professional environment and promote the health and safety of all its employees.

- III. **SCOPE:** All employees of John Carroll University, contractors and volunteers performing work on University property or on behalf of the University.

- IV. **PROCEDURES:**
 - A. In accordance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act of 1989, the University prohibits the unlawful manufacture, distribution, dispensation, possession, sale, or use of drugs or alcohol in the workplace, on University premises, or as part of any University activities on or off campus.
 - B. Any medical use or possession of marijuana, even if lawful under a state statute, does not alter any obligations of employees to remain in compliance with this policy and federal law requiring a drug-free workplace.
 - C. All employees, contractors and volunteers are expected to abide by this policy and all other standards of University conduct as a condition of employment, volunteering or performing services on behalf of the University.
 - D. The legal drinking age in Ohio is 21 years old, and knowingly furnishing alcohol to a person under the age of 21 is prohibited by state law and this policy. Employees, contractors and volunteers of legal drinking age shall not furnish alcohol to any person, student or employee under the age of 21.
 - E. Employees, contractors and volunteers of legal drinking age are not permitted to consume alcohol at any time while working unless attending a University sponsored event or activity. When attending a University sponsored event or activity, individuals who elect to consume alcohol are expected to do so in a mature and responsible manner.
 - F. The University prohibits the use of prescribed or illegal drugs and/or the consumption of alcohol by any employee, contractor or volunteer when consumption impairs the individual’s University-related job duties, adversely

affects job performance, and/or endangers the physical well-being of any other person. This includes the operation of vehicles, machinery and equipment. No employee, contractor or volunteer of the University may report to or engage in University-related work while impaired by drugs or alcohol.

- G. Employees violating this policy will be disciplined, up to and including termination of employment, in a manner consistent with the University's Corrective Action Policy. Employees also may be referred to suitable education, treatment counseling, or treatment resources. When warranted, corrective action may include the requirement of successful completion of a rehabilitation program. Persons who violate this policy also may be subject to criminal sanctions including citations, arrest and prosecution under federal, state, or local law.
- H. The University encourages employees to voluntarily seek help with drug and alcohol problems. The University encourages the earliest possible diagnosis and treatment of drug and/or alcohol abuse. Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, helping to minimize lost work time and reduce workplace, personal, and family disruption. Although the decision to seek diagnosis and accept treatment for drug and alcohol abuse is solely the individual employee's responsibility, the University will seek to assist employees in providing referral to resources for drug or alcohol abuse. Treatment for alcohol and/or other drug use disorders may be covered by the employee's benefits plan. However, the ultimate financial responsibility for recommended treatment or rehabilitation services belongs to the employee.
- I. The University encourages employees to seek assistance in dealing with their own substance abuse problems or problems of a family member by directly contacting the Human Resources Department, or the University Employee Assistance Program (EAP). No employee will be terminated solely as a result of seeking treatment and rehabilitation services for drug or alcohol abuse.
- J. In order to comply with the Drug-Free Workplace Act, the University requires all employees to notify the Human Resources Department of any conviction of a criminal drug statute involving either a workplace violation or a non-workplace violation within five (5) business days after such a conviction. The University will notify the appropriate federal contracting agency within ten (10) business days after receiving notice of a conviction of a criminal drug statute involving a workplace violation by any employee working under a federal contract or grant.
- K. This policy is also included within The Drug-Free Workplace and Drug-Free Communities Act notice, detailing the University's drug and alcohol policies and resources. This notice is available to all new employees and is also distributed annually to all current employees.

V. CROSS REFERENCE:

- A. Corrective Action Policy
- B. University Vehicle Policy