

**University Policy 200.22**  
**ALCOHOL AND DRUG-FREE WORKPLACE**

**Responsible Administrator:** Office of the President

**Responsible Office:** Office of Human Resources

**Originally Issued:** July 2009

**Revision Date:**

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to provide a workplace environment that prohibits the unlawful or unauthorized use, manufacture, distribution, dispensation, or possession of alcohol or other illegal drugs in the workplace. This policy will be governed in conformity with state and federal laws.

**Statement of Purpose**

This policy establishes guidelines to support the University's commitment to provide an alcohol and drug-free, safe, and secure environment that is conducive for working and learning.

**Applicability**

This policy is applicable to all categories of employment, including administrators, staff, hourly, and temporary employees, and persons who conduct business with the University but are not employees, i.e., consultants and contractors.

**PROCEDURES**

All employees are expected to conduct themselves in accordance with applicable laws, regulations, and policies. Disciplinary action for violation of University policies and guidelines may be implemented when employees fail to comply.

The following statements outline the University's policy:

- The unlawful use, possession, manufacture, distribution or dispensation of alcohol or illegal drugs on University property or while conducting University business off premises is absolutely prohibited.
- Reporting to work impaired or under the influence of alcohol or illegal drugs is prohibited.
- Employees must report any conviction under a criminal drug statute for violations occurring in the workplace or as part of any University activity. A report of a conviction must be made to the Human Resources Director or designee within five days of the conviction. Failure by the employee to

notify the Human Resources Office may result in disciplinary action up to and including termination.

- An employee who has been convicted of violating any criminal drug law and certain alcoholic beverage control laws governing driving while intoxicated may be subject to discipline including termination.
- Operating University vehicles while under the influence of alcohol or drugs is prohibited and may be subject to discipline.
- Non work-related convictions may result in disciplinary action.

### **Employee Assistance**

The University recognizes alcoholism and drug addiction as major health problems and treatable social illnesses, and drug abuse as a potential health, safety and security problem. All assistance services, by law, are provided under the strictest guidelines of confidentiality.

Supervisors or the Office of Human Resources may provide the employee with a copy of the Ability Assist Brochure if they express a need for assistance or inquire about available benefits or resources through the University. The Hartford's Ability Assist program, offered by ComPsych is an integrated employee benefit with the Long-Term Care plan. It is a University paid benefit and it is administered by Group Benefits from The Hartford.

Employees who are experiencing problems with substance abuse may voluntarily obtain professional counseling or treatment. If the employee does seek treatment, disciplinary or other action may be precluded as long as the employee maintains satisfactory participation in a recognized accredited rehabilitation program and maintains satisfactory job performance. Employees who undergo treatment or counseling must continue to meet all established standards of conduct and job performance.

### **Notification Process**

Employees are informed of the Policy on Alcohol and Drug-Free Workplace and are issued a notice to be signed acknowledging that they have received a copy. As a condition of employment with the University all employees must abide by the requirements of the policy.

