

Drug-Free Workplace

Purpose

As a Benedictine learning community, the University of Mary strives to provide a safe environment free from the hazards associated with drug and alcohol use. This policy is designed to protect the safety of all employees, students, and the general population in the work place. This policy also complies with the provisions of the Drug-Free Workplace Act of 1988 and allows the University of Mary to maintain and certify a drug-free work place.

Policy

The University of Mary prohibits the unlawful manufacture, dispensing, distribution, sale, use, possession of a controlled substance and impairment resulting from use of drugs or alcohol in the workplace.

The university recognizes drug and/or alcohol dependency as an illness and major health problem. The university also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to seek it, either through their own resources or through the Employee Assistance Program available to benefited employees.

The university's Drug and Alcohol Policy is distributed on an annual basis to all employees and students. All employees must abide by the terms of the policy as a condition of their continued employment. Violations of this policy statement will result in appropriate disciplinary actions, including termination.

Any employee convicted of a violation of any federal or state criminal drug law for conduct in the workplace must notify the director of human resources of the conviction within 5 days of the conviction. Any employee who violates this policy will be subject to the university's disciplinary procedures up to and including dismissal and may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

The University of Mary certifies that it will or will continue to provide a drug-free workplace by:

1. Establishing and enforcing clear policies and regulations regarding the use of alcohol and drugs.
2. Providing awareness programs about the dangers and health risks associated with the use of alcohol and drugs.
3. Promoting healthy lifestyles and environment.
4. Providing available drug counseling, rehabilitation and employee assistance programs such as those provided through EAP or other rehabilitation programs approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Approved

November 2009 by the Executive Committee of the University of Mary Board of Trustees