

PERSONNEL POLICIES AND PROCEDURES – SECTION 4.0
GENERAL POLICES – ALCOHOL/SUBSTANCE ABUSE - HR 4.6

Alcohol/Substance Abuse

Jarvis Christian College is committed to maintaining a **drug free workplace**; therefore the following policy relative to alcohol, drug and substance abuse has been adopted in keeping with the **Drug-Free Workplace Act**:

The College neither by attitude nor deed condones substance abuse in any form. Therefore, the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance and the abuse of other substances (including but not limited to alcohol) will be subject to suspension or termination from the College.

Drug-Free Workplace Policy

I. Purpose

Jarvis Christian College is committed to providing and maintaining a drug-free workplace. Therefore, in its attempt to minimize and ultimately eliminate substance abuse, the College has implemented a comprehensive program designed to educate and keep students and employees informed of the dangers, alternative treatment programs, and the penalties associated with the abuse of drugs and alcohol.

As a church related institution, the College has as one of its fundamental purposes the training of intellectually and morally responsible students. In this vein, it will strive to create an environment that is not only safe and secure, but an environment, which encourages and supports students and employees. To this end, the College has adopted the following policy relative to alcohol, drug and substance abuse in keeping with the Drug-Free Workplace Act.

II. Policy Statement

The College neither by attitude nor deed condones substance abuse in any form. Therefore, the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance and the abuse of other substances (including, but not limited to alcohol) by any employee or student may be considered reason for suspension or termination from the College.

Policy Implementation

In addition to the institution's disciplinary sanctions for drug and alcohol abuse information regarding local, state or federal penalties will be made available to students and employees by the following means:

- College newspapers
- Campus mail
- Jarvis Christian College Student Handbooks
- Campus drug awareness program
- Brochures
- Bulletin-board displays
- Faculty/Staff Workshops

Health Risks Associated with Drug Abuse

Jarvis Christian College is committed to maintain a drug-free workplace. The College will reinforce this commitment by keeping students and employees informed of the health risks associated with the use of illicit drugs and abuse of alcohol. Students and employees will be educated about the risks by:

1. Seminars and/or workshops
2. Brochures, pamphlets, campus newsletters and news articles provided via campus mail, campus programs and bulletin-boards
3. Drug awareness programs

III. Counseling, Treatment, and Rehabilitation

In its attempt to minimize and eventually eliminate drug and substance abuse, Jarvis Christian College has adopted the following plan of action for students and employees.

If an employee is discovered or suspected of abusing drugs and or/or alcohol, it must be reported to the immediate supervisor. It is the responsibility of the supervisors to report the matter to the senior administrative officer who will interview the employee. If necessary, the employee is then referred to the Human Resources Office for referral to an outside agency, as appropriate. All parties involved with this process will be committed to confidentiality. Employees who are referred to, and enroll in, a rehabilitation program must authorize the agency to keep the institution informed of his/her progress. All individuals who operate heavy machinery or drive company vehicles are subject to random drug/alcohol testing for the safety of the campus body at the College's expenses.

IV. Disciplinary Sanctions

The College will impose disciplinary sanctions on students and employees consistent with College policies and local, state and federal laws for unlawfully possessing, using or distributing illicit drugs, drug paraphernalia, and for alcohol abuse on College property or at off-campus College sponsored activities. The provisions in the *Administrative Policies and Procedures Manual*, as well as the *Student Handbook* refer to disciplinary sanctions are incorporated herein and made a part thereof.

V. Consistency of Program

The College will make "good faith" effort to ensure that disciplinary sanctions are consistently enforced.

VI. Certification

Each student and employee of the College will be furnished a copy of the Jarvis Christian College Drug-Free Workplace: Alcohol/Substance Abuse Policy on an annual basis. Employees and students will acknowledge receipt of the document by signing a certification receipt.