

## **DRUG-FREE CAMPUS AND WORKPLACE POLICY**

Morningside College has the policy of providing students and employees a drug-free campus environment. Drug abuse affects all aspects of American life: it threatens the student's educational development and the workplace, as well as the community. In order to promote a safe and efficient educational and work environment, this policy has been adopted to supplement existing College policies, practices, and procedures. Implementation of this policy is subject to restrictions contained in all local, state, and federal laws.

"Workplace" means any office, building, classroom, or property (including parking lots) owned or operated by the College, or any other site at which an employee is to perform work for the employer. An "employee" of the College is any faculty, staff, or student receiving remuneration for services rendered. "Student" means any person registered at the College for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. "Possess" means to be contained either on a student's or employee's person, or in a student's or employee's motor vehicle, tools, briefcases, book bags, or areas entrusted to the control of the student or employee. "Impaired" means under the influence of an illicit drug or alcohol such that the student or employee is unable to perform his or her assigned tasks properly.

Drug abuse creates problems for the entire College. It decreases the student's capacity to learn, thereby inhibiting one's educational development. It interferes with an employee's efficient and safe performance of work responsibilities and reduces the employee's dependability. Drug abuse can adversely affect health, safety, and productivity while destroying public confidence and trust. Therefore, it is the policy of College that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on any College property or at any College activity. No employee will report for work or will work or be present in the workplace who is impaired by an illegal drug or by alcohol. No student will attend classes or any College activity who is impaired by illegal drugs or alcohol. Employees or students who are so impaired or who unlawfully possess, use, manufacture, dispense, or distribute illicit drugs or alcohol in the workplace, on any College property or at any College activity are subject to the disciplinary procedures of the College, which may include dismissal, expulsion, and/or referral for prosecution.

All students and employees shall be provided a copy of the Drug-Free Campus and Workplace Policy for the College. As a condition of enrollment or employment, the student and employee will abide by the terms of this policy. It is the responsibility of Human Resources and the Office of the Vice President of Academic Affairs and Dean of the College to distribute this written policy statement to students and employees under their jurisdiction.

Any employee receiving a criminal drug statute conviction for a violation occurring in the workplace shall notify Human Resources, the Office of the Vice President of Academic Affairs and Dean of the College, or the Office of Vice President for Student Affairs of such conviction not later than five days after such conviction, and such offices will immediately report this information to the Vice President for Business and Finance. If the employee reporting such a conviction is employed under a contract or grant, Morningside College, through the Office of the Vice President of Academic Affairs and Dean of the College, will notify the appropriate granting or contracting agencies within ten days after receiving such notice of a criminal drug statute conviction.

Human Resources on behalf of Morningside College has established the drug-free awareness program, now held annually, to inform employees about the danger of drug abuse in the workplace. Human Resources shall offer drug abuse training and treatment referral in appropriate circumstances. Student Health Services and the Alcohol and Drug Information Center, sponsored by the Student Government Association, provide information on health issues and legal consequences associated with drug use, and offer referral for counseling and treatment.