



Policy on Drugs and Alcohol

Introduction

The College has instituted this policy, and implemented programs, in compliance with the federal Drug-Free Workplace Act of 1988, which has been in effect since March 18, 1989. The aim of this policy is to ensure a safe, drug and alcohol-free environment for the Haverford College community.

Health Risks

Health, safety, and well-being are potentially jeopardized whenever an employee possesses, uses, or is under the influence of drugs or alcohol while on the College's property, in its vehicles, or engaged in College activities. Both judgment and productivity can be adversely affected; a wide range of serious illnesses and injuries may result from use of drugs and/or alcohol.

Drugs can interfere with important brain activities including coordination, memory, and learning. They increase the risk of lung cancer, destroy liver cells, initiate severe weight loss, and may weaken the immune system. Users may also experience abdominal pain, nausea, vomiting, rapid heartbeat, and irregular breathing. Convulsions, coma, and death are also possible. Combining drugs can be fatal.

Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. Moderate doses reduce physical coordination and mental alertness while larger doses of alcohol drastically impair an individual's ability to function, sometimes rendering them unconscious. Long-term drinking can increase the risk of developing liver and heart disease, circulatory and stomach problems, various forms of cancer and causes irreversible brain damage.

Scope

This policy applies to all College employees.

Policy

Standards of Conduct

The College prohibits, while on College property or as part of any College activity:

- the unlawful use or misuse of alcohol
- the unlawful use, possession, dispensation, distribution, or manufacture of controlled substances, as defined in federal statutes
- being under the influence of a controlled substance, as defined in federal statutes

Coming to work, working, or attempting to work under the influence of alcohol or a controlled substance is strictly prohibited. Engaging in any activity—whether on or off the job—that involves an unlawful controlled substance is a violation of this policy.

Generally, this policy does not prohibit employees from the lawful use and possession of prescribed or over-the-counter medications. Employees must, however, consult with their medical providers about the effect of any medication being used on their fitness for duty and ability to work or work safely, and they must promptly disclose any work restrictions to human resources. Where possible, the College may alter an employee's work assignment, make other work arrangements, or otherwise reasonably accommodate use while the employee is taking the medication.

The College complies with the Pennsylvania Medical Marijuana Act. Under that law, the use of marijuana is legal for certain limited medicinal purposes but remains illegal under federal law. While the College will not discriminate or retaliate against an individual based solely on the person's status as an individual certified under state law to use medical marijuana, the possession, use, or being under the influence of medical marijuana on the premises (excluding private residences on the College campus) or in the workplace, as well as working under the influence when conduct falls below the standard normally accepted by the College for the job, are strictly prohibited.

Procedures

Legal Sanctions

The legal sanctions for the unlawful possession, use, or distribution of illicit drugs are different than the sanctions governing alcohol. They may vary from fines for first-time misdemeanor offenses involving simple possession of certain substances to felony counts and multiple-year terms of imprisonment for more serious violations.

The unlawful possession of less than 30 grams of marijuana or less than eight grams of hashish, for example, is a misdemeanor and may carry a maximum jail sentence of 30 days and/or a fine of \$500. The manufacture, delivery, or possession with intent to manufacture or deliver heroin and other narcotics is a felony and carries a maximum jail sentence of 15 years and/or \$250,000 fine.

A more complete summary of penalties related to alcohol and illicit drugs may be found online at the [U.S. Drug Enforcement Administration](#) and the [Pennsylvania Liquor Control Board](#).

(These legal sanctions are in effect in the Commonwealth of Pennsylvania as of July 2010.)

Counseling and Treatment Programs

Individuals who voluntarily wish to seek referral for counseling concerning, or treatment of, substance abuse problems are encouraged to consult with the College's Health Services or Counseling and Psychological Services Offices, or to contact any of the following organizations for assistance:

- [Carebridge](#)
- [Independence Blue Cross](#)
- Alcoholics Anonymous: www.aa.org
- Rehab After Work: rehabafterwork.pyramidhealthcarepa.com
- Substance Abuse and Mental Health Services Administration: findtreatment.samhsa.gov

An employee's decision to seek counseling will not excuse appropriate disciplinary action for violation of this or other College policies. The Office of Human Resources will consider requests for unpaid leaves of absence of up to one month for employees who are seeking residential treatment for substance abuse problems.

Disciplinary Action

Violations of this policy may result in discipline, up to and including termination of employment, even for a first offense. Violations may also be reported to appropriate legal authorities. Information about the legal sanctions associated with the unlawful use, possession, distribution, dispensation, and/or manufacture of a controlled substance is contained in summaries of federal and state law available in the Office of Human Resources.

Any supervisor who suspects that a violation of this policy has occurred should consult with the Office of Human Resources to determine the appropriate action to be taken. Such action may include:

- directing the employee to the to the Employee Assistance Program (EAP) for counseling and subsequent referral and/or
- imposing discipline, up to and including termination, depending upon the relevant circumstances.

In cases where possession, dispensation, distribution, or manufacture is suspected, the Campus Safety Department should be contacted concerning the possible need for a formal investigation. The College also reserves the right to require that an employee submit to substance abuse/alcohol testing as a condition of continued employment.

Pursuant to federal law, the College will take one of the following actions within 30 days of receiving notice that an employee has been convicted under any criminal drug statute for a workplace violation:

- Appropriate personnel action, up to and including termination, or
- Requiring that such employee participate satisfactorily in a drug-abuse assistance or rehabilitation program.

In addition, employees are required, as a condition of employment, to abide by this policy and inform the College within five days if they are convicted of a drug violation. Such convictions must be reported by the College to any appropriate federal contractor or grantor within ten days.

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*Sponsor: Mitch Wein, Senior Vice President for Finance and Administration
Contact the Office of Human Resources with any questions.*