

ST. AMBROSE UNIVERSITY POLICY ON AN ALCOHOL AND DRUG-FREE WORKPLACE

St. Ambrose University is committed to maintaining a drug- and alcohol-free environment for its students and employees in compliance with applicable state and federal laws. Employees who violate federal or state laws concerning drugs or alcohol are subject to criminal prosecution; those who violate University policies also are subject to institutional sanctions. The unlawful or unauthorized possession, use, distribution, dispensation, sale or manufacture of controlled substances or alcohol is prohibited on University premises. Violation of this policy may result in the imposition of discipline as defined for employees by existing University policies, statutes, rules, regulations and employment contracts up to and including dismissal and referral for prosecution. Any employee convicted of a drug or alcohol offense involving the workplace shall be subject to discipline and/or may be required to complete a drug rehabilitation program as a condition of continued employment.

Improper use of drugs or alcohol can seriously injure the health of employees, impair the performance of their responsibilities and endanger the safety and well being of fellow employees, students and members of the general public.

The following policy will be strictly enforced. Anywhere University business is conducted, whether at this or any other site is declared to be a drug-free workplace. This means the unlawful or unauthorized possession, use, distribution, dispensation, sale or manufacture of controlled substances or alcohol is prohibited on University premises. Human Resources can provide a complete list and explanation of controlled substances;

- * Narcotics (heroin, morphine, etc.);
- * Cannabis (marijuana, hashish);
- * Stimulants (cocaine, amphetamines, etc.);
- * Depressants (tranquilizers);
- * Hallucinogens (PCP, LSD, "designer drugs," etc.).

Any employee violating the above policy will be severely disciplined, up to and including termination for the first offense. Employees have the right to know the dangers of drug and alcohol abuse in the workplace; the University's policy about them and what help is available to combat drug and/or alcohol problems. The following help may be available for combating drug and/or alcohol abuse problems:

- * Medical benefits for substance-abuse treatment;
- * Information on community resources for assessment and treatment;
- * Counseling program;
- * Employee assistance program.

The University will provide to its supervisors a guide to assist in identifying and addressing illegal drug and/or alcohol use by employees.

Any employee convicted of violating a criminal drug or alcohol statute in the workplace must inform the University of such conviction (including pleas of guilty or nolo contendere) within five days of the conviction occurring. Failure to so inform the University will result in severe disciplinary action, up to and including termination for the first offense. By law, the University will notify the federal contracting officer within 10 days of receiving notification from an employee or otherwise receiving notice of such conviction.

The University reserves the right to offer employees convicted of violating a criminal drug or alcohol statute in the workplace participation in an approved rehabilitation or drug/alcohol abuse assistance program as an alternative to discipline, with the employee required to participate satisfactorily as a condition of continued employment.

However, it is the University's position that these resources are best used voluntarily before workplace problems occur. If an employee has failed to avail him or herself of such help and such problems do occur, the University will have little choice but to act severely against such abusers in the interests of protecting all our employees.

All employees will be asked to acknowledge that they have been informed of the above policy and agree to abide by it in all respects. By law, such acknowledgment and agreement are required of you as a condition of continued employment.

TO: Employees of St. Ambrose University

SUBJECT: Drug-Free Workplace Policy
Acknowledgement and Agreement

Under the terms of the Drug-Free Workplace Act, we are required to give to you a copy of our official policy statement concerning the establishment of a drug free workplace.

A copy of this policy is on the reverse side of the acknowledgement

Please sign below to indicate that:

You have received this statement
You have read it or been informed of its content
You agree to abide by this policy in all respects.

NOTE THAT THE LAW REQUIRES YOU TO ACKNOWLEDGEE AND AGREE TO THE ABOVE AS A
CONDITION OF CONTINUED EMPLOYMENT

I acknowledge and agree:

Signature

Date