

Policy on Drugs and Alcohol

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 blood stream 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.

Standards of Conduct

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

- the unlawful use 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 contrary to the College's emphasis on values, personal responsibility, and community, and is a violation of this policy.

Legal Sanctions

The legal sanctions for the unlawful possession, use or distribution of illicit drugs are more diverse 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 8 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 effective 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 Psychological Services Offices, or to contact any of the following organizations for assistance:

- Carebridge
- Independence Blue Cross
- Alcoholics Anonymous: <https://www.aa.org>
- Rehab After Work: <https://rehabafterwork.pyramidhealthcarepa.com>
- Substance Abuse and Mental Health Services Administration: <https://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 Human Resources Office 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 Human Resources Office.

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

- directing the employee to the College's Health Services or Psychological Services Offices, or to Carebridge, 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 to any appropriate federal contractor or grantor within ten days.