

**Policy Number:** 02.005

**Policy Title:** Drug and Alcohol-Free Workplace

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

**Date of Current Revision or Creation:** September 2014

## **Drug and Alcohol-Free Workplace**

To help ensure a safe, healthy and productive work environment for our employees and others, to protect College property, and to ensure efficient operations, the College has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the College.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on College premises, while on College business (whether or not on College premises) or while representing the College, is strictly prohibited. Employees and other individuals who work for the College also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

Violation of this policy will result in disciplinary action, up to and including discharge.

The College maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse results in a violation of this policy, renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any College employee, including themselves.

The Antioch Alcohol & Drug Policy is to be followed at all times while on campus, within all buildings on campus, and all buildings owned and/or operated by Antioch College. All visitors are expected to follow the policy and community members are responsible for their respected guests. On occasion, the College will host events where alcohol is served. In these situations, staff members over the legal drinking age will be permitted to consume alcohol on campus in moderate amounts. Consumption to the point of intoxication is prohibited in all such circumstances.