

# 7.7 DRUG-FREE WORKPLACE

---

Original Date of Issue: 9/20/89

Revised:

Delaware County Community College is committed to the establishment and maintenance of a drug-free workplace. In accordance with this policy:

1. Delaware County Community College prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in any facility or on any campus leased or owned by the College. Violation of this policy will result in disciplinary action up to and including termination.
2. The College will establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the College's drug free workplace policy, any available drug counseling, rehabilitation, or employee assistance programs, and the specific penalties that may be imposed for drug use violations occurring in the workplace
3. The College will comply with all laws and regulations required by the Federal government or the Commonwealth of Pennsylvania.

## Procedure

1. Employees may not come to work under the influence of alcohol or drugs even if consumed off premises.
2. If an employee is required to take controlled substances for medical reasons, which present symptoms of intoxication, he/she will be required to provide appropriate documentation from his/her physician to the Human Resources Department.
3. Employees who need help in dealing with alcohol or drug abuse should contact their health care provider, the (EAP) Employee Assistance Program (Carebridge at 1-800-437-0911 Access Code: CR9my) or Human Resources for information on treatment facilities.

All requests for information relating to alcohol or drug abuse will remain confidential. It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action up to and including termination of employment.