



## DRUG-FREE WORKPLACE POLICY

As an institution of higher education, Pitzer College seeks to promote responsible decision making on the part of all members of the college community, especially in choices which affect their own health and safety as well as that of others. The irresponsible use and abuse of alcohol and drugs can result in serious health damage. Such behavior, in addition to being destructive to individuals, is destructive of the community environment that is a key element of Pitzer College. All community members, regardless of status, are subject to local, state and federal laws, as well as applicable campus policies, and, in light of our educational objectives, are to exercise personal and collective responsibility in regard to these laws and campus policies.

### Prohibitions

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Consistent with its obligations under applicable laws, it is the policy of Pitzer College to maintain a drug and alcohol abuse free environment. All events involving the serving of alcohol in public areas in which individuals under age 21 will be in attendance, must be registered with the Office of Student Affairs.

The unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase and/or use of illicit drugs (as defined in schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended) or unlawful alcohol on the Pitzer College campus, or at any off site activity sponsored by the College, is prohibited. In addition, employees shall not report for work or work under the influence of any drug or alcohol or other substance which will impair work performance, alertness, coordination or response, or affect the safety of others on the job. Controlled substances include, but are not limited to, such substances as marijuana, heroin, cocaine, barbituates, amphetamines, and other narcotics.

### Reporting Obligations

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In accordance with the Drug-Free Workplace Act of 1988, **any employee who is convicted of a criminal drug statute violation occurring in the workplace or at any off-site activity sponsored by the College, must, within five (5) days after the conviction, notify Pitzer of such conviction** by informing the director of human resources, dean of faculty or president. Appropriate Federal grant agencies will be notified within ten (10) days (as required by law) after we have been informed of such a conviction.

### Applicability

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All employees of Pitzer College, including faculty, staff and student employees, must comply with this policy as a condition of employment. Persons who are not employees of the College but who perform work at the College for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects, etc.) are required to comply with this policy. Violation of this policy by such persons is likely to result in their being barred from the workplace upon the first offense.

<h3>Health Risks</h3>
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In addition to the detrimental effects on performance, health risks of drug abuse have been well researched and documented:

- All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis, neurological damage, and the transmission of the AIDS virus through infected needles.
- Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Abuse of alcohol can damage the liver (cirrhosis), cause hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, memory loss, tremors, malnutrition, vitamin deficiencies and cancer of the esophagus, liver, bladder or lungs.
- Abuse of alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirth.
- Substance abuse often leads to on-the-job accidents and absenteeism.

## Local, State and Federal Legal Sanctions

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Local, State, and Federal laws establish severe penalties for unlawful possession or distribution of illegal drugs and alcohol. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal penalties for illegally distributing drugs include life imprisonment and fines in excess of \$1,000,000. Some examples of local or State laws are:

- Unlawful possession of a narcotic drug is punishable by imprisonment in a State prison.
- The purchase, possession or consumption of any alcoholic beverage (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Selling, either directly or indirectly, any alcoholic beverage to anyone, except under the authority of the California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed.
- Any person found to be under the influence of an intoxicating liquor or drug in a public place and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct which is a misdemeanor.

## Available Resources, Education, and Assistance

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The College recognizes drug and alcohol dependency as treatable conditions and offers support programs through the College's Employee Assistance Program (EAP) and health insurance plans. **Faculty and staff** members who are concerned about problems related to substance use, abuse and rehabilitation are encouraged to seek assistance through these resources. The Employee Assistance Program provides free counseling sessions to all benefit-eligible employees and their family members (5 for employee, 5 for spouse or domestic partner, 5 for dependents, for a maximum of 15 sessions per family, or 10 per couple.) Continued appointments at low-cost rates may be arranged. To access the **PacifiCare** plan, call **(800) 234-5465**. The contact is **completely confidential**. In addition, you may contact the Director of Human Resources, ext. 18254, who will provide other confidential referrals as a constructive way for employees to deal voluntarily with drug and alcohol related problems. **Student employees** should contact the Office of Student Affairs for information about confidential referrals and educational assistance. A Substance Abuse Counselor is available for counseling and interventions. The Counselor is available to students in the evenings and is on call 24 hours a day for emergency situations. The Counselor also is an available resource to *faculty and staff* in the areas of talking to students about the issues of substance abuse, intervention and prevention strategies, AA and NA meetings and other referrals. In addition, students may contact CUC's Health Education Outreach Office (HEO) for all kinds of health and wellness information and support. HEO is dedicated to helping you find the most appropriate resources including counseling, free and anonymous HIV testing, helpline information and referrals. Whenever the Claremont Colleges sponsor and present seminars or workshops on substance abuse, you are encouraged to take advantage of them. A biennial review of this program and policy will be conducted to determine its effectiveness.

## Sanctions

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Pitzer College will impose sanctions on individuals and/or organizations who violate this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. Penalties may include termination from employment and referral for prosecution of the most serious violations of law and this policy. For example, an employee found to be selling illegal drugs will be subject to discipline up to and including discharge from employment. Disciplinary action may be invoked entirely apart from any civil or criminal penalties which may apply to the employee or organization.