



SUBSTANCE ABUSE POLICY

It is the policy of Whittier College to provide a safe, healthy, and productive workplace for all employees, including staff, faculty and student employees. Therefore, the unlawful possession, distribution, dispensation, use, sale, purchase or offering for sale of a controlled substance is prohibited in the workplace of these institutions. The term "controlled substance" is defined in Schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended, and includes, but is not limited to, such substances as marijuana, heroin, cocaine, barbiturates, amphetamines, and other narcotics.

As a condition of employment and of continued employment, all employees of Whittier College are required to adhere to this policy.

An employee who is convicted of a criminal drug statute violation occurring in the workplace must, within five (5) days after the conviction, notify Whittier College of such conviction by informing the Associate Vice President, Human Resources & Organizational Development at the College.

Employees who are convicted of manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing or using controlled substances in the workplace shall be subject to disciplinary action up to and including termination of employment. In the case of a student employee, expulsion from the College may also be considered.

Persons who are not employees of Whittier College, but who perform work for their benefit (such as independent contractors, temporary employees provided by agencies, visitors engaged in joint project development, etc.) are required to comply with this policy. Violation by such persons is likely to result in their being barred from the workplace, even for a first offense.

HEALTH RISKS

The 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, and neurological damage.

Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Excessive drinking damages the liver, resulting in cirrhosis; chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, cancer of the esophagus, liver, bladder or lungs; memory loss, tremors, malnutrition, vitamin deficiencies and possibly sexual dysfunction.

Abuse of alcohol and/or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and still births.



Substance abuse often leads to on-the-job accidents and absenteeism.

LOCAL, STATE AND FEDERAL LEGAL PENALTIES

Local, State, and Federal laws establish severe penalties for unlawful possession or distribution of controlled drugs and alcohol. Upon conviction, these penalties may range from a small fine and probation to imprisonment for up to one year or a \$1,000 fine or both. In the case of possession and distribution of illegal drugs, these penalties could include the seizure and summary forfeiture of property, including vehicles. Recent Federal laws have increased the penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000.

AVAILABLE RESOURCES

In order to help employees who are concerned with substance abuse, information about treatment programs and rehabilitation is available through the Human Resources Department at Whittier College. Information and help may be requested through the Associate Vice President, Human Resources & Organizational Development on a confidential basis, if so desired. In some cases, the cost of such treatment is covered by group health insurance.



SUBSTANCE ABUSE POLICY ACKNOWLEDGMENT

As an employee of Whittier College, I acknowledge that I have received and read a copy of the Substance Abuse Policy as of the date recorded below.

Name (please print): _____

Department: _____

Signature: _____

Date: _____