



# POLICIES *and* PROCEDURES

**Board of Trustees Policy Number:**  
HR 9.02

**Date of Adoption/Revision:** April 17, 2014

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT</b>       | <b>DRUG FREE WORKPLACE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>AUTHORITY</b>     | Human Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>APPLICABILITY</b> | Faculty, Staff and Student Employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>PURPOSE</b>       | To ensure compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>POLICY</b>        | Bennett College prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs and alcohol on its property or as a part of any activity by faculty, staff and student employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>PROCEDURES</b>    | <p>A copy of this policy will be made available to each employee of Bennett College at the time of their orientation and annually to all employees</p> <p>Bennett College recognizes drug and/or alcohol dependence as a treatable illness. Employees are encouraged to seek assistance for drug and/or alcohol problems before there is an incident which would cause the College to impose sanctions. Assistance may be sought through the College's Employee Assistance Program (EAP) or other programs and/or licensed treatment facilities.</p> <p>Referrals to such programs may be self-referrals or supervisory referrals. If a supervisory referral is made which includes satisfactory participation in a rehabilitation program as a condition of continued employment, the referral must be made through the Office Human Resources.</p> <p>Referrals and records of referrals will be handled with the same degree of confidentiality as for medical records.</p> <p>Bennett College works with local medical providers and insurers to provide a drug-free awareness program to inform employees about the dangers of alcohol and/or drug abuse in the workplace, available drug counseling, rehabilitation and</p> |

|  |                                                                                                                |
|--|----------------------------------------------------------------------------------------------------------------|
|  | employee assistance information and the penalties that may be imposed for alcohol and/or drug abuse violations |
|--|----------------------------------------------------------------------------------------------------------------|

|                                     |
|-------------------------------------|
| Replaces policy:<br><br><i>Date</i> |
|-------------------------------------|