

Drug-Free Work Environment

Washington & Jefferson College complies with the Federal Drug-Free Workplace Act of 1988 (the "Drug-Free Workplace Act") and the Drug-Free Schools and Communities Act Amendments of 1989 (the "Drug-Free Schools Act" (collectively, the Acts").

Violations of laws relating to controlled substances or alcohol are prohibited in or on W&J premises, in vehicles provided by W&J, at any worksite or location at which College duties are being performed by W&J staff members, or as part of any other W&J activities. Common examples of controlled substances, as defined by law, are cocaine, marijuana, and heroin.

This policy applies to every Washington & Jefferson College employee. The College will take Disciplinary action against violators, consistent with federal, state and local laws. Such disciplinary action may include requiring satisfactory participation in a substance abuse treatment, counseling or education program as a condition of reinstatement or continued employment with Washington & Jefferson College, suspension, termination of employment, and referral for prosecution.

Finally, to ensure W&J's compliance with the Drug-Free Workplace Act, any employee who is convicted of a violation of any criminal drug law occurring in the workplace must report that conviction to her/his immediate supervisor within five days. The Drug-Free Workplace Act makes strict compliance with this policy statement a condition of employment on all federal grants and contracts. Within ten days of learning of a drug conviction resulting from workplace activities of any individual engaged in work under grants or contracts funded by a federal agency, W&J must notify the relevant funding agency that a violation of this policy statement has occurred.

Employee's Printed Name

Employee's Signature

Date