

# **DRUG-FREE WORKPLACE/ALCOHOL POLICY**

## **Background**

Institutions of higher education that receive federal funds, including student aid, must comply with Section 22 of the Drug Free Schools and Communities Act Amendments of 1989 in undertaking certain actions and adopting various procedures relating to the misuse of controlled substances in the workplace.

## **Policy**

All employees are hereby notified that Ripon College's standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on the College's property or as part of the College's activities (except consumption of alcohol at social events, in moderation). Ripon College will take appropriate action against employees for violations of the standards of conduct. Appropriate actions may include the completion of a rehabilitation program, termination of employment, and a referral for prosecution. Employees who are referred for prosecution for the unlawful possession, use or distribution of illicit drugs and alcohol face applicable local, state, and federal law.

Ripon College realizes that chemical abuse can create a constellation of physical, mental, and emotional problems. These problems will have an impact on the user as well as those around the user and can adversely affect job performance, job safety, or the College's reputation in the community.

Employees who are convicted of or plead guilty to criminal drug charges must notify the College as soon as possible thereafter. The College has the right to consider appropriate steps and/or corrective action, up to and including separation from the College, depending upon the severity of the violation,

The College also realizes employees may need assistance with the problems and effects of drug and alcohol abuse. The College's Employee Assistant Program (<https://www.guidanceresources.com/groWeb/login/login.xhtml> (user name = LFGsupport; password = LFGsupport1), or talk with a specialist at 888-628-4824) is a free and confidential program available to employees and their families to help them deal with alcohol or drug abuse, along with other personal issues.