

Alcohol and Controlled Substance Policy

(Excerpt from Personnel Policies and Procedures Manual)

4.10 Alcohol and Controlled Substance Policy

With the exception of alcoholic beverages consumed in accordance with campus alcohol policy (See *Connections: Campus Life Handbook*), use or possession of alcoholic beverages or illicit use of controlled substances is not permitted on University property at any time. Violation of this policy will subject the violator to immediate disciplinary action up to and including termination.

It is the policy of Stetson University that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited at the workplace. Individuals who possess, use, manufacture or illegally distribute drugs or controlled substances at the workplace are subject to criminal prosecution as well as university disciplinary action up to and including termination of employment.

The university recognizes that drug addiction is an illness that requires professional assistance or treatment. Assistance for recovery from such illnesses is available through the Employee Assistance Program or university health plan. Please contact the Director of Human Resources to discuss in confidence any issues which fall within the provisions of this policy.

In accordance with the federal Drug-Free Workplace Act of 1988, it is a condition of employment with Stetson University that each employee agree to abide by this policy. Further, each employee must agree to notify the Director of Human Resources of any criminal conviction related to drug activity in the workplace within five days after such conviction. If the individual is supported by a federal grant or contract, the university must notify the appropriate government agency within ten days after receiving such notice as required by the provisions of the federal Drug-Free Workplace Act of 1988.