

# Drug-Free Workplace

The issue of alcohol and other drug use, misuse, and abuse concerns the entire University community, as it does society at large. The University desires to identify and control problems that influence the health and safety of its employees, including problems related to alcohol and other drug abuse.

## Alcohol

Converse University recognizes that the use of alcoholic beverages is ultimately a matter of personal decision and seeks to provide a social atmosphere on campus that develops individual responsibility and mutual respect. At all times, the University encourages responsible decision-making regarding the use of alcohol.

1. All employees must comply with all applicable laws concerning the purchase, consumption, and possession of alcoholic beverages while on campus or otherwise acting in the course of their employment with Converse University, including, without limitation, refraining from furnishing alcohol to minors.
2. No alcoholic beverages may be kept or consumed on the premises of Converse University with the following exceptions:
  - a. Beer and wine may be sold and consumed during special functions with a license to sell from the state of South Carolina.
  - b. During private events, the serving of alcohol is permitted in designated areas with appropriate permits.
3. Alcoholic beverages will not be served or sold to anyone whose behavior or demeanor suggests that they have had their maximum safe amount of alcohol.
4. Permission to serve or sell alcoholic beverages on campus must be approved by the Director of Risk Management at least two months prior to the event except in special circumstances. Alcohol must be served by certified and trained employees of Converse's food service staff.

## Drugs

In compliance with the Drug-Free Workplace Act of 1988, the University certifies that it will maintain a drug-free workplace by implementing the following guidelines:

The unlawful manufacture, distribution, dispensation, possession, or use of any drug or controlled substance, as defined by state and federal law, is prohibited in the workplace.

1. Any staff or faculty member found in possession of an unlawful drug or controlled substance or found guilty of selling or giving an illegal substance to students, staff, faculty, or others will be subject to dismissal.
2. Any employee found to be under the influence of any unlawful drug or controlled substance on the job or who tests positive for such substances will be subject to dismissal.
3. For the purposes of this policy, any prescription drug for which the individual in possession or use does not have a lawful prescription shall be considered an unlawful drug.

## Prevention and Treatment

Information on drug education and counseling is made available to employees in coordination with community resources and the Employee Assistance Program (EAP) offered to employees enrolled in the University's Long-Term Disability Plan.