

Hope College Drug-Free Workplace Policy

The **Drug-Free Workplace Act of 1988** requires all employers receiving federal contracts and grants to maintain a drug-free workplace. It is the policy of Hope College to prohibit the unlawful manufacture, distribution or use of a controlled substance on College properties. Employees who violate this prohibition are subject to dismissal upon conviction.

Faculty, staff or student employees working on covered contracts must notify the Office of Human Resources within five days of their conviction for violating any criminal drug law by an action in the workplace.

The Hope College Counseling Center provides substance abuse counseling for students and referrals for long-term treatment. Upon request, referrals for faculty and staff needing assistance will be made. For covered employees, the College Health Insurance Program provides for substance abuse treatment coverage.

Drug abuse in the workplace is a serious threat to the personal safety and well-being of the abuser, as well as co-workers. For that reason, the College strongly supports the humane treatment of drug abusers; while protecting the College community from adverse consequences of drug abuse.

The Hope College Department of Campus Safety will investigate in accordance with the requirements of the statutes. Suspected violators of the drug abuse policy shall be subject to drug testing by appropriate local authorities.

The **Drug-Free Schools and Communities Act Amendments of 1989** requires that, as a condition of receiving funds or any other form of financial assistance under any Federal programs, Hope College must certify that we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This statement is issued to inform you of our compliance with the Act.

Standards of Conduct

It is the policy and practice of Hope College to prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on our property or as a part of Hope College sponsored activities.

Legal Sanctions

Legal status under local, State and Federal law provide sanctions as recourse against illicit drugs and alcohol.

Health Risks

Hope College is concerned that its students and employees enjoy a state of good health. Because the abuse of alcohol and illegal drugs presents a hazard to our physical well-being and job performance, the College strongly discourages these risky behaviors.

Counseling and Treatment Options

Drug and Alcohol abuse in the workplace is a serious threat to the personal safety and well-being of the abuser as well as co-workers. There are a number of agencies offering programs of assistance to employees or students requiring counseling and treatment.

Employees participating in the Hope College sponsored health insurance plans are eligible to receive substance abuse treatment coverage. Voluntary, self-admission into a drug/alcohol treatment center is promoted as a means of preventing more serious problems, including the possible loss of employment.

Disciplinary Sanctions

It is very important that Hope College provides a safe work environment for our employees and we therefore will take action, as deemed necessary, to protect the College community from adverse consequences of alcohol and drug abuse.

The Hope College Department of Campus Safety will investigate and prosecute violations in accordance with the requirements of the legal statutes. Suspected violators of the drug abuse policy shall be subject to drug testing by appropriate local authorities. Employees who violate our alcohol and drug-free workplace rules are subject to College penalties ranging from unpaid suspension, with a requirement to successfully complete an alcohol or drug rehabilitation program, to dismissal - upon conviction. Employee conviction for sale or delivery of illicit drugs, drug related violence toward other members of the campus community or refusal to participate in an appropriate rehabilitation program shall result in dismissal proceedings.