

## **Drug-Free Workplace**

It is the policy of the College to maintain a drug-free workplace and educational environment. Accordingly, all employees and students are prohibited from illegally using, distributing, manufacturing or possessing controlled substances of any kind on the premises of the College. The College reserves the right to require pre- and/or post-employment drug tests at its discretion.

Each student is held accountable to *The Saltire*, the student handbook.

All employees are required to immediately submit to drug tests subsequent to being involved in an accident of any kind whether or not they are injured. Failure to do so will result in immediate termination.

Each employee must, as a condition of employment, comply with the drug-free workplace policy and notify his/her immediate supervisor of any conviction of a drug charge which results in a violation of the College's drug-free workplace policy. Such notification shall be made no later than five (5) days after such conviction.

The College will notify any appropriate federal agency or office from which it receives grants, loans or other financial support within ten (10) days from notification of an employee's drug conviction.

Within thirty (30) days of receiving the notice referred to in the fourth paragraph above (that is, any conviction of a drug charge), the College will discipline any employee who is convicted of a drug charge in violation of this policy. Disciplinary action may include suspension from or termination of employment or any other remedy deemed appropriate by the College. Among other things, the College may require the convicted employee to participate in a drug abuse assistance or rehabilitation program approved for such purposes by appropriate federal, state or local agencies as a condition of continued employment.

From time to time, the College will inform the employees about this policy, the dangers of drug abuse in the work place, and available drug counseling, rehabilitation and assistance programs.