

## DRUG FREE WORKPLACE POLICY

Alma College hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited on the Alma College campus or as part of any of its activities. Employees found to be in violation of this policy will face disciplinary action. The severity of the discipline will be in direct relation to the severity of the violation. Employees working on a federal grant will, as a condition of employment, abide by the terms of this policy and notify the Drug-free Workplace Compliance officer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after that conviction. The College will notify the federal funding agency within ten days after receiving notice of any criminal drug statute conviction for the violation occurring in the workplace.

Each employee will be given a copy of the Alma College Drug-free Workplace Policy by the Drug-free Workplace compliance officer.

Implementation of this policy will be coordinated by the Drug-free Workplace compliance officer (the Director of Human Resources) in consultation with appropriate campus office, i.e., Counseling, Health and Wellness Center.

### Drug-free Workplace Awareness Program

Drug abuse in the workplace often results in decreased productivity and morale, and an increase in absenteeism, sick leave, accidents, and medical costs.

In response to the above concern, each employee will be furnished with a copy of the Drug-free Workplace Policy. Additionally, new employees will be presented with appropriate reading material concerning the dangers of drugs in the workplace.

Consultation and referral services for substance abuse concerns are available for employees on campus through the Counseling, Health and Wellness Center. Additional services are available in the local community through the Gratiot County Community Mental Health Center.

Employees found to be in violation of the possession or use portion of the policy will be given a warning and treatment options will be recommended.

Employees thought to be manufacturing, distributing, or dispensing a controlled substance will be reported to the proper authorities.

Federal, state, and local laws provide legal sanctions against the unlawful possession, use, or distribution of illicit drugs and alcohol.

Employees not complying with warnings and/or treatment recommendations within 30 days may be suspended or terminated.

## HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

Chemical dependence is one of the most pervasive and detrimental health problems facing our society today. There are two components involved with chemical dependent individuals; the chemical being abused and the process of abuse. Identifying a person as chemically dependent involves both psychological and physiologic criteria and is one of our prime responsibilities in dealing with this crisis facing our society. The chemical dependent individual has an increased risk, as a result of these psychological and physiologic affects on the body, for impaired learning, violence, injuries and accidents, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases.

There are three major categories of abusable chemicals: sedatives, stimulants, and hallucinogens. There are four primary routes of self-administration for substance abusers: intravenous, ingestion, intranasal, and inhalation. These routes of administration determine the organ system that is targeted by the abused substance. The intravenous route affects the circulatory, integumentary, and central nervous system. The ingestion route will affect the gastrointestinal tract, liver, circulatory, and the central nervous system. The intranasal route affects the nasopharynx, paranasal sinuses, oropharynx, and central nervous system. Inhalation route will affect the oropharynx, lungs, and the central nervous system. The clinical presentation for a person who is chemically dependent may range from a simple “I just don’t feel well and I don’t have any energy” to the person who is brought in unconscious and unresponsive.

## SUBSTANCE ABUSE PREVENTION AND INTERVENTION PROGRAMS AND SERVICES

Substance abuse prevention and intervention programs and services at Alma College are coordinated by the Counseling, Health and Wellness Center.

These programs and services are provided according to a three stage model: primary, secondary, and tertiary. Primary prevention programs are designed to provide up-to-date, useful information on the personal, psychological, behavioral, physical, and medical effects of various chemical substances as well as prevention/intervention strategies. Secondary prevention efforts are aimed at identifying and intervening in current or potential substance abuse problems on campus. Tertiary prevention services are designed to provide appropriate and timely services or referrals for individuals with known or suspected substance abuse problems.

The overall goals of the substance abuse prevention and intervention programs and services are:

1. To encourage a preventative, educational, and nonjudgmental approach to substance use/abuse policies, programs, and services.
2. To promote responsible, rational decision-making with regard to the use of alcohol and other chemical substances.
3. To identify and provide assistance to students, faculty, and staff who abuse alcohol or other chemical substances.
4. To provide support and assistance to students, faculty, and staff who choose not to use alcohol or other chemical substances.
5. To develop and implement need assessments and program evaluations which focus on the use/abuse of alcohol and other chemical substances.
6. To promote the general health of the campus community by providing a wide-range of educational programs and group forums on issues related to the use and abuse of alcohol and other chemical substances.

Programs and services include an early warning program designed to identify “at risk” students, counseling and referral services for students, faculty, and staff, and training for faculty and staff in the identification of individuals who may be abusing alcohol or other chemical substances.

The Alma College group health insurance plan for faculty, staff and eligible family members provides benefits for substance abuse care. The College also provides an employee assistance program through ComPsych Guidance Resources (1-800-327-1850) which offers help for faculty, staff and eligible family members who are dealing with substance abuse issues.