

SECTION: **POLICY STATEMENT - PERSONNEL**

SUBJECT: **SUBSTANCE ABUSE IN THE WORKPLACE PREVENTION**

PURPOSE: To establish the policy framework for a program to prevent substance abuse in the workplace.

EFFECTIVE DATE: **October 27, 2000**

HISTORICAL: September 28, 1990 (retroactive to March 18, 1989)

SUBSTANCE ABUSE IN THE WORKPLACE PREVENTION

I. BACKGROUND AND PURPOSE

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.) and The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 1001 et seq.) require the Cal Poly Corporation ("CPC"), as an employer, to prohibit substance abuse in the workplace, and to institute a preventative program.

II. POLICY

The CPC is committed to achieving and maintaining an alcohol and drug-free work environment, and shall implement an ongoing program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by employees on CPC or University premises or as a part of any of CPC activities.

The unlawful possession, use or distribution of illicit drugs or alcohol by employees is prohibited on CPC property or as any part of any of its activities. As a condition of employment, employees must abide by this policy. Violation of this policy will subject the employee/violator to appropriate disciplinary action.

This policy statement is intended to parallel University policy and practices, and to be consistent with applicable Federal and State law and regulations.

III. POLICY IMPLEMENTATION

The Executive Director shall develop and implement an Employee Substance Abuse Prevention Program and management guidelines to implement this policy statement. Components of such a program and the guidelines shall include, but not necessarily be limited to:

- A.** Ongoing employee awareness through informational materials and sessions as part of the training program, and employee assistance through networking between employees and external agencies, and the referral of employees to such agencies.

- B.** Publication of an annual statement to all employees about:
1. The CPC policy to maintain a drug-free workplace; that clearly prohibits the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs; and that sets clear standards of conduct prohibiting the abuse of alcohol by employees on CPC or University property or as part of any of its activities;
 2. A clear statement of the disciplinary actions that the CPC may take against employees for violation of such prohibitions;
 3. A description of applicable legal sanctions under local, State, or Federal law;
 4. A description of health risks associated with the use of illegal drugs and the abuse of alcohol;
 5. A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs; and
 6. The requirement, as a condition of employment, to abide by this policy, and to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.
- C.** A practice of program certification and compliance required by employees and by the CPC with cognizant agencies.
- D.** A biennial review process by management of the program to determine its effectiveness, implement needed changes, and insure that disciplinary actions are consistently applied.

The above policy statement was adopted by the CPC Board of Directors on October 27, 2000.

Robert E. Griffin
Associate Executive Director