



SPARTANBURG METHODIST COLLEGE

DRUG FREE WORKPLACE POLICY

Spartanburg Methodist College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs by its students and employees. The College annually distributes in writing the policy and terms of its drug prevention program to students and staff through the *Policies and Procedures Manual* (see below) and the *Student Handbook*.

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, SMC prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property, in any vehicle owned or leased by SMC, or as part of any of its activities. It is illegal to manufacture, distribute, dispense, possess, or use a controlled substance or to unlawfully use or unlawfully possess alcohol on SMC's property or as part of any SMC sponsored activity.

Excessive alcohol consumption or the use of illicit substances impairs the user's ability to function, changes the user's behavior, and subjects the user to serious health risks, including disease, addiction, and death. Substance abuse, the use of unlawful substances (such as cocaine and marijuana), and the misuse of lawful substances (such as prescription medication and alcohol) pose a danger to students, fellow employees and the general public. Substance abuse may adversely impact an employee's job performance, jeopardize the safety of other employees, our students, and impact College operations and/or equipment and will result in disciplinary action up to and including termination of employment.

SMC is committed to the safety and well-being of the SMC community and to the provision of a drug-free workplace. Thus, all employees of the College may be subject to urinalysis, hair sample screening or breath alcohol testing for suspected drug or alcohol use or after a workplace accident. The employee will be suspended until such time as test results are available. It is the expectation of the College that all employees comply with these regulations as a condition of employment. Refusal to consent to such a test will result in a presumption that the employee is under the influence of drugs or alcohol while on the job. If an employee violates this policy, SMC may take immediate disciplinary action, up to and including termination.

Also, SMC will report the employees to the appropriate officials for prosecution under state and federal law. Violation of state and/or federal law may result in penalties that may include fines, imprisonment or both. Employees, as a condition of employment, are required to notify SMC within five (5) days of any arrest for a criminal drug or alcohol violation and again within five (5) days of criminal conviction for a violation.

Confidential information and voluntary counseling for substance abuse are available through the Employee Assistance Program.

I agree to abide by the provisions of the Drug Free Workplace Policy.

Employee

Date