

# BELHAVEN UNIVERSITY

## Drug Free Workplace Policy

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Belhaven University Financial Aid Office • 1500 Peachtree Street, Box 159 • Jackson, Mississippi 39202

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It is the policy of Belhaven University to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the University's ability to operate effectively and efficiently. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in University business off the University's premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of the University, it impairs an employee's ability to perform on the job or threatens the reputation for integrity of Belhaven University. To educate employees on the dangers of drug abuse, Belhaven has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which dangers of drug abuse, the University's policy regarding drugs, the availability of counseling, and the University's employee assistance program will be discussed. Employees convicted of controlled-substance related violations in the workplace, including pleas of nolo contendere (i.e. no contest), must inform the University within five days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the University may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.