

**DRUG-FREE WORKPLACE POLICY**

The Drug-Free Workplace Act of 1988 requires the University to enact a policy for the purpose of creating and maintaining a drug-free workplace. Drug abuse in the workplace is contrary to the goals and objectives of Indiana State University. Failure to adhere to this policy can result in the University's ineligibility to receive any grant funds or federal contracts for up to five years. Indiana State Universities [Drug-Free Workplace Policy](#) can be found in the University handbook under the Campus-Wide Policies.

Indiana State University is committed to maintaining a drug-free campus and has developed a Drug and Alcohol Abuse Prevention Program to educate the ISU community about appropriate standards of conduct, sanctions for violations of university policy, legal ramifications of drug and alcohol abuse, health risks of alcohol and illicit drug use, and specific prevention and education efforts to assist students, faculty, and staff at ISU. These efforts are coordinated by the Division of Student Affairs, with the assistance and input of many offices and groups around ISU's campus. In addition, the ISU community is provided with an Annual Notice with specific information about ISU's Drug and Alcohol Abuse Prevention Program. The link to the Annual Notice may be found at: [www.indstate.edu/daapp](http://www.indstate.edu/daapp)

**POLICY:**

Indiana State University policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcohol in any part of the University or at any University activity. Legal use of alcohol may be permitted on campus only if approved by the University President or designee.

**Violations of Policy:** Any employee or student who is in violation of University policy or is convicted of a drug statute violation arising out of conduct occurring in the workplace or at a University activity will be subject to any one or a combination of the following:

- A verbal warning;
- A written warning;
- Disciplinary probation (students);
- Referral to the Employee Assistance Program for evaluation, assessment, and counseling for possible treatment (employees);
- Required participation in a drug or alcohol rehabilitation program;
- Suspension from duty and/or enrollment; and/or
- Termination of employment under standard University procedures.

**Treatment:** Any employee or student referred for treatment or other rehabilitation will be required to complete the prescribed treatment as a condition of continued employment or enrollment.

**Further Information:** Further information concerning legal sanctions under state and federal law may be secured from the Office of General Counsel.

**Notification Requirement:** Any faculty or staff member convicted of a drug violation arising out of conduct occurring in the workplace must notify either the Human Resources Office or the appropriate vice president of the conviction no later than five (5) days after the conviction.

**Grant or Contract Employees:** Certain grants and contracts awarded by federal, state, or local agencies or other grantors may require notification of the conviction. If the convicted employee is working under a grant or contract subject to the Drug-Free Workplace Act, ISU shall notify the grantor of the award of the employee's conviction within ten (10) calendar days of receipt of such notice either from the employee or as otherwise received.

All Employees must abide by the policy as a condition of employment.

I, (please print) \_\_\_\_\_, have read and agree to abide by the Indiana State University Drug-Free Workplace Policy and understand the sanctions and/or disciplinary measures if I am convicted of a drug statute violation occurring in the workplace. Furthermore, I agree to notify the Office of Human Resources or my department head within five (5) days following my conviction resulting from a violation, which occurred at Indiana State University.

Signature \_\_\_\_\_

University ID Number \_\_\_\_\_

Date \_\_\_\_\_