

MEMORANDUM

TO: All Employees

FROM: Human Resources

RE: College Policy and Procedure on Drug Abuse

It is the College's intention to provide a drug-free and healthy work environment for all employees and students. In order to accomplish this goal and abide by the Drug-Free Workplace Act of 1988, we are required to remind every employee working at Guilford College that the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or alcohol at work is absolutely prohibited.

Drug and alcohol dependency is recognized as an illness and a major health problem. The College also recognizes drug and alcohol abuse as a potential safety and security problem.

Please read the attached "College Policy and Procedure on Drug Abuse Among Employees" and return the bottom portion of this memorandum to the Human Resources Office.

To: Human Resources

I have received and read the "College Policy and Procedure on Drug Abuse Among Employees."

Signature

Date

College Policy and Procedure on Drug Abuse Among Employees

The abuse of controlled substances (drugs) is not only illegal but also frequently detrimental to the well-being of members of a college community, and is unacceptable among Guilford College students, faculty and staff. The illegal manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at Guilford College. Any College employee determined to have violated this policy will be subject to disciplinary action, which could include rehabilitation, probation, or dismissal from employment.

As a condition of employment, employees are obligated to abide by the terms of this policy. In accordance with federal law and regulations governing the receipt by Guilford College of federal monies, an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Moreover, the College must notify the granting agency within ten days after receiving notice from an employee or otherwise receiving official notice of such a conviction. Within thirty days of a conviction, the College will take appropriate action with regard to such employee, up to and including dismissal, or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Additionally, when there is suspicion of illegal activity, repeated serious offenses, or denial of violation on the part of an employee, the College will cooperate voluntarily with local law enforcement personnel who seek information concerning an employee's illegal involvement with drugs.

The College will encourage those who are involved in the illegal use of drugs to participate in programs of counseling and rehabilitation, as appropriate.