



Drug-Free Workplace Policy

Policy Statement

This policy is to ensure Southeastern creates a drug-free workplace in keeping with the spirit and intent of the Federal Drug-Free Workplace Act of 1988.

Purpose of Policy

The use of controlled substances is inconsistent with the behavior expected of employees. It subjects all employees and visitors to unacceptable safety risks and undermines the University's ability to operate effectively and efficiently.

Additionally, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or when engaged in University business away from Southeastern's premises is strictly prohibited. Such conduct is also prohibited during nonwork time to the extent that, in the opinion of Southeastern's Administration, it impairs the employee's ability to perform on the job or threatens the reputation or integrity of the University.

Applicability

This policy applies to all employees and students.

Policy Procedure

To educate employees on the dangers of drug abuse, the University has established a drug-free awareness program. Periodically, employees are required to participate in training that addresses the dangers of drug abuse, the Southeastern policy regarding drugs, the availability of counseling, and the Employee Assistance Program. 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 pleas. 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 rehabilitation program, at the employee's expense, as a condition of continued employment.

[end of policy]