

**DRUG-FREE WORKPLACE****POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to College property. Therefore, it is a policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College's workplace is prohibited. Any employees violating this policy will be subject to disciplinary action up to and including termination.

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**PROCEDURES**

It shall be the responsibility of all College employees to refrain from the use of controlled substance(s) or alcohol while engaged in job-related duties or on College premises during working hours.

Employees who are aware of another employee's on-the-job alcohol or other controlled substance(s) violation must notify their immediate supervisor and the Human Resources Office. All incidents involving any controlled substance(s) including alcohol must be reported to the College's Chief of Police or the Security Office immediately.

Any employee involved in an accident while in the line of duty for the College shall agree to submit immediately to required testing. If an employee receives a positive alcohol or drug test and it is confirmed by a physician or hospital that the employee has been using illegal drugs or alcohol or abusing prescription drugs, the employee shall be disciplined, up to and including dismissal.

Each employee is required by law to inform the College within five (5) calendar days after he or she is convicted or pleads no contest for violation of any federal or state criminal drug or alcohol statute.

Any employee who is convicted or pleads guilty or no contest to a felony involving selling, distributing, possessing and/or using illegal drugs in violation of this policy, state or federal law shall be subject to disciplinary action up to and including termination.

**Definitions**

**Employee:** Any person employed by the College in a full-time, part-time, probationary or temporary capacity.

**Illegal drugs:** Illegal manufacture, distribution, dispensation, possession, or use of controlled substances listed in the North Carolina Controlled Substances Act. (NC. General Statutes, Chapter 90, Art. 5). Any controlled substance used for non-medical purposes and substances which may affect or alter bodily functions, judgment or perception when used for non-medical purposes, whether listed as a controlled substance or not.

**Controlled Substances:** All illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter).

**Under the Influence:** Employee's behavior or performance is affected to an observable extent by alcohol, drugs or other substances. Without regard to an employee's behavior or performance, an employee shall be deemed to be under the influence when drugs or alcohol are found to be present as determined by a breathalyzer, blood test, urine test or other recognized testing methods.

**Possession:** The act or state of owning or holding something.

**Conviction:** A finding of guilt, including a plea of guilty, or the imposition of a sentence by a judge or jury in any federal, state or local court.

**Accident:** Any incident involving a College employee which results in the employee being injured and requiring the employee to be attended by a physician or transported to a hospital. Also, any incident involving a College employee and any member of the public, a student or another employee which results in either party being treated by a physician or transported to a hospital.

*Approved by the Brunswick Community College Board of Trustees*  
October 19, 2017