

SUBSTANCE ABUSE POLICY

Effective Date: January 1, 1991

Policy 8.6.1

Reviewed Date: July 1, 2009

Purpose and Scope

The purpose of this policy is to communicate the concern of the University regarding the health and safety of its employees and students, the desire for an efficient and effective work force, and the intent to comply with all appropriate federal, state, and local regulations regarding substance abuse in the workplace.

This policy shall apply to all employees and students of Embry-Riddle Aeronautical University at all locations.

Policy

1. Embry-Riddle Aeronautical University seeks to maintain a work and educational environment that is safe for our employees and students and conducive to high work standards. Additionally, the University intends to comply with the Drug Free Workplace Act of 1988, FAA, DOT regulations, and all other pertinent federal, state, and local regulations regarding drug and alcohol abuse in the workplace. In accordance with this, the University prohibits the unlawful manufacture, distribution, possession, sale, or use of the following items or substances on University property, and/or while attending a business or academic activity, while on duty, or while operating a vehicle or machine leased or owned by the University: Illegal drugs, designer and synthetic drugs, prohibited drugs and drug-related paraphernalia.
2. Use of alcohol on University property, with the exception of designated approved areas or events, or illegal use or misuse of alcohol on University property is prohibited.
3. This policy reflects the following intentions on the part of University Administration:
 - a. University property refers to all property, offices, facilities, land, building, structures, fixtures, aircraft, automobiles, trucks, parking lots and all other vehicles and equipment whether owned, leased or used.
 - b. Employees who violate this policy will be subject to disciplinary action up to and including discharge.
 - c. Students who violate this policy will be subject to disciplinary action up to and including dismissal from the University.
 - d. Embry-Riddle Aeronautical University reserves the right to establish drug and/or alcohol search and screening procedures consistent with applicable local, state and federal laws and where deemed necessary.

- e. The University stands willing to assist in the resolution of problems associated with the use of alcohol and drugs and encourages employees to seek help through the Employee Assistance Program.
- f. The University stands willing to assist in the resolution of problems associated with the use of alcohol and drugs and encourages students to seek help via referrals from the Health Services and Counseling Departments.
- g. In the event that testing is required of an employee or student, then the employee or student will comply with all directives of the University as to the place of testing, the manner in which the person is to arrive at the place of testing, and any other related matters.
- h. Each employee and student shall be responsible for notifying the Vice President of Human Resource or the Dean of Students (as applicable) of any criminal drug statute conviction for a violation at the University no later than five (5) days after such conviction.
- i. As applicable, the University shall notify the appropriate federal contracting agency within ten (10) days after receiving notice from an employee, student, or law enforcement agency of a criminal drug statute conviction for a violation occurring at the University as appropriate.
- j. It is not the intention of the University to intrude into employees' or students' lives. However, individuals should be aware that the University does not condone the abuse of alcohol or the use of illegal drugs, even when an individual is not on University premises. Any person convicted for the use, possession or sale of illegal drugs on or off of University premises may be discharged or dismissed as appropriate.
- k. Failure to comply with the provisions of this policy or to provide consent when requested, shall be grounds for discharge or dismissal from the University as appropriate.

Interpretation: VICE PRESIDENT, HUMAN RESOURCES
