

DRUG-FREE WORKPLACE POLICY

Policy Background

<u>Responsible Position for Policy:</u>	Vice President of Finance
<u>Office/Department Responsible for Policy:</u>	Human Resources
<u>Division Responsible for Policy:</u>	Finance and Administration
<u>Scope of Policy:</u>	Institutional
<u>Original Issue Date:</u>	09/2013
<u>Last Revision Date:</u>	04/2021
<u>Log of Previous Revisions:</u>	09/2013; 04/2021

I. Policy Purpose

It is intent of the College to maintain the campus as a drug-free workplace. It is unlawful and prohibited to manufacture, distribute, dispense, possess or use controlled substances in the workplace.

II. Policy Statement

The illegal use of alcohol and other drugs is in violation of the law, and Oberlin College will not protect students or employees from prosecution under federal, state or local laws. Current Ohio law regarding drug abuse may be found in Chapter 2925 of the Ohio Revised Code and related sections in Chapter 3719. Any violation will subject persons to disciplinary processes. Employees must, as a condition of employment, abide by this prohibition and report to their department head and the Deputy Human Resources Officer in the Department of Human Resources any conviction of drug-related activity in the workplace within five days after the conviction.

- A. The College has a direct interest in providing suitable assistance to overcome job performance deficiencies that result from personal problems, including alcohol and drug dependence. The Employee Assistance Program (EAP) has been established as a confidential resource to help supervisors, department heads and employees identify these problems and provide prompt referral to appropriate resources. Employee benefit plans may pay for a portion of the cost of any necessary treatment. The Benefits Office in the Department of Human Resources is available to answer any questions concerning health insurance coverage.

III. Policy Scope/Eligibility:

This policy will be implemented and amended at the direction of the President and Senior Staff

IV. Definitions / Resources

- A. Alcohol. a drink or drinks containing this substance.
- B. Drug. any substance recognized in the official pharmacopoeia or formulary of the nation; a habit-forming

medicinal or illicit substance, especially a narcotic; and /or any substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or other animals.

V. Administration:

Vice President of Finance and Administration and the Department of Human Resources will assess and need for changes to this policy, notably due to amendments or newly implemented statutory requirements.

VI. Related Information / Communication

Any changes to this policy will be communicated to the institution by the Department of Human Resources.

Approval Process [Required]

Frequency of Review: Annually

Review Process: VP of Finance and Administration; Human Resources; General Counsel

Necessary Approval Constituents: President and Senior Staff