

## Drug-Free Workplace Policy

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse 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 property as well as contributing to the decline of spiritual and moral values. Therefore, it is the policy of Harding University that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in Harding University's workplace is prohibited. Any employee violating this policy will be subject to discipline and/or termination of employment. The specifics of this policy are as follows:

1. Harding University will not differentiate between employees who possess, use, sell, or give away controlled substances. Any employee who possesses, uses, gives, or in any way transfers controlled substances to another person or sells or manufactures a controlled substance while on the job or on university premises will be subject to discipline and/or termination of employment.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include alcohol and "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the University's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.
4. The Human Resources Office at Harding University is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employee or otherwise receiving actual notice.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to the discipline which is termination. (Alternatively, the University may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.)
6. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all Harding University employees.
7. This policy is intended to comply with the rules published by the federal Office of Management and Budget on January 31, 1989, in the *Federal Register*, implementing the Drug-Free Workplace Act of 1988.

## Drug-Free Workforce Policy Form

I, \_\_\_\_\_, an employee of Harding University do hereby acknowledge that I have received and read a copy of Harding University's Drug-Free Workplace Policy. I understand its terms and agree to abide by the terms of the policy.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date