

**CAL POLY POMONA FOUNDATION, INC.**

**POLICIES AND PROCEDURES**

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<b>Subject:</b>	<b>Drug and Alcohol Abuse Prevention Policy</b>	<b>Policy No.</b>	<b>215</b>
		<b>Old No.</b>	<b>1989-1</b>
		<b>Date:</b>	<b>04/18/89</b>
<b>Reference:</b>	<b>213-II-E, 276-II-E, 303-II-B</b>	<b>Revision:</b>	<b>06/24/96, 06/19/01</b>

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**PURPOSE**

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq. and The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 1001 et seq.) require the Foundation, as an employer, to create and maintain a drug-free workplace and to institute a program to prevent the illegal use, possession, dispensing, or distribution of drugs and the abuse of alcohol by its employees.

This policy pertains to all Foundation employees, including but not limited to: full time, part time, temporary or "on-call" employees, student assistants and those individuals employed by the California State Polytechnic University, Pomona engaged in work pursuant to the provisions of federal contracts or grants administered through the Foundation.

**POLICY**

The Foundation shall make a good faith effort to maintain a work environment free of illegal drugs and alcohol and shall implement an ongoing program to prevent the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs and the abuse of alcohol by its employees on Foundation or University premises as a part of any of its activities.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and the abuse of alcohol is prohibited in the workplace. As a condition of employment, employees must abide by this policy. Violation of this policy will subject the employee/violator to appropriate disciplinary action and up to and including discharge.

This policy statement is intended to parallel University policy and practices and to be consistent with applicable Federal and State law and regulations.

**POLICY IMPLEMENTATION**

The Executive Director shall develop and implement an Employee Drug and Alcohol Abuse Prevention Program and management guidelines to implement this policy statement. Components of such a program and the guidelines should include, but not necessarily be limited to:

- A. Ongoing employee awareness through informational materials and sessions as part of the training program and employee assistance through networking between employees and external agencies and the referral of employees to such agencies.
- B. Publication to all employees about:
  - 1. The Foundation policy to maintain a drug-free workplace; that clearly prohibits the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs; and that sets clear standards of conduct prohibiting the abuse of alcohol by employees on Foundation or University property or as part of any of its activities;
  - 2. An abbreviated form of the Drug and Alcohol Abuse Prevention Policy will be included in the Employee Handbook;
  - 3. A clear statement of the disciplinary actions that the Foundation may take against employees for violation of such prohibitions;
  - 4. A description of applicable legal sanctions under local, State, or Federal law;
  - 5. A description of health risks associated with the use of illegal drugs and the abuse of alcohol;
  - 6. A description of available drug or alcohol counseling, treatment, or rehabilitation or reentry programs; and
  - 7. The requirement, as a condition of employment, to abide by this policy, and to notify the Cal Poly Pomona Foundation, Inc. of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.
- C. A practice of program certification and compliance required by employees and by the Foundation with cognizant agencies.
- D. An annual review process by management of the program to determine its effectiveness, implement needed changes, and insure that disciplinary actions are consistently applied.