

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Human Resources

BCOM Policy 4301

TOPIC: Drug and Alcohol Use/Drug Screening

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11/6/15

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Approved: Signature on File

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*Policy reformatted and renumbered for uniformity May 2016

Purpose

This policy provides Burrell College of Osteopathic Medicine (BCOM) employees with guidelines pertaining to drug and alcohol abuse during the normal course of employment.

Scope

This policy applies to all employees of BCOM.

Prohibited Use of Drugs and Alcohol

BCOM provides a safe and productive work environment for all employees. It is the policy of BCOM that employees should not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect BCOM's business. Further, employees should not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during work time. The specific purpose of this procedure is to outline the methods for maintaining a work environment free from the effects of alcohol and drug abuse or other substances that adversely affect the mind or body. If BCOM is to continue to fulfill its responsibility to provide reliable and safe work environment for its employees, employees must be physically and mentally fit to perform their duties safely and efficiently.

Procedures

1. Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs.
 - a. Alcohol abuse or illegal drug use and its physiological effects represent a threat to the well-being and security of employees and could cause extensive damage to the company's reputation and community standing.
 - b. Any involvement with alcohol or drugs that adversely affects the workplace or the work environment will not be tolerated.

- c. Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, company equipment, or the company's relations with the public will not be tolerated.
2. Illegal drugs are those drugs defined as illegal under federal, state or local laws, to include prescription drugs not prescribed to the employee.
3. Drug and alcohol tests will be conducted as a routine part of the pre-employment process for all job applicants prior to employment. Applicants must satisfactorily pass the drug screen prior to reporting to work. Offers of employment may be made contingent on satisfactorily meeting these requirements. If the drug screening procedures indicate the presence of drugs or controlled substances, the applicant will not be considered further for employment.
4. BCOM reserves the right to request reasonable suspicion and/or random drug screens for all employees of BCOM
5. The use of drugs or alcohol during working hours is strictly prohibited.

Consequences of Alcohol and Drug Abuse

Drug Abuse

The use, sale or personal possession (e.g., on the person or in a desk or vehicle) of illegal drugs while on the job, including rest periods and meal periods, or on BCOM property, is a dischargeable offense and may result in criminal prosecution; any illegal drugs found will be turned over to the appropriate law enforcement agency.

Alcohol Abuse

The use or personal possession (e.g., on the person or in a desk or vehicle) of alcohol during work time or on BCOM property is a dischargeable offense. For all employees, alcohol consumption is prohibited during the workday, including rest periods and meal periods. Notwithstanding this, there may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval. Employees who consume alcohol under such circumstances may not report back to work during that workday.