



## **Webb Institute**

# **Alcohol and Drug Use in the Workplace Policy**

Webb Institute has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Webb Institute is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Webb Institute. The Human Resource department is responsible for policy administration.

This Policy is in compliance with the Drug- Free Workplace Act and the Drug-Free Schools and Communities Act.

### **Employee Assistance and Drug-Free Awareness**

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department.

Webb Institute will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

### **Health Risks Of Controlled Substances And Alcohol**

The illegal use of controlled substances and alcohol and the abuse of alcohol and prescription drugs may lead to permanent health conditions including, but not limited to, disorders of the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. In addition, there may be both short-term and long-term effects on cognition, memory, retention, information processing, coordination, athletic performance, academic performance, and the exercise of judgment.

### *Controlled Substances.*

All drugs, whether illegal or prescribed, alter the chemical balance of the body. The misuse of drugs may lead to addiction and even death. Drug addiction and abuse can cause serious damage to the brain, stomach, lungs, liver, kidneys, heart, and the immune and reproductive systems. The sharing of needles is a significant factor in the spread of HIV.

### *Alcohol.*

Inappropriate use and abuse of alcohol is often associated with lower academic performance and failures, sexually transmitted diseases and unplanned pregnancies, vandalism, aggressive behaviors including sexual assault and rape, injuries, death, and prosecution for crimes related to the consumption of alcohol. Even small amounts of alcohol may impair the ability to concentrate, as well as the judgment and coordination required to drive a car safely thus increasing the likelihood that the driver will be involved in an accident. Small to moderate amounts of alcohol may also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may result in respiratory depression and even death. When used in conjunction with other depressants of the nervous system, even a small amount of alcohol can result in these effects.

Repeated use of alcohol may lead to dependence or addiction. The sudden cessation of alcohol consumption produces withdrawal symptoms such as severe anxiety, tremors, hallucinations and convulsions, and can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may also lead to permanent damage to vital organs such as the brain and liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Infants with fetal alcohol syndrome have irreversible physical abnormalities and mental retardation. Further, research shows that children of alcoholic parents are at greater risk than other children of becoming alcoholics themselves.

The possible effects of various controlled substances and alcohol, including the effects of an overdose and withdrawal, are identified in U. S. Department of Justice, Drug Enforcement Administration, Drugs of Abuse Publication 2011 Edition, a DEA Resource Guide [http://www.dea.gov/docs/drugs\\_of\\_abuse\\_2011.pdf](http://www.dea.gov/docs/drugs_of_abuse_2011.pdf)

The website of the Drug Enforcement Administration, <http://www.justice.gov/dea/index.shtml> is a useful source of information about controlled substances.

### **Work Rules**

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug.
  - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Webb Institute business or while in a Webb Institute facility is prohibited.

- Webb Institute will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## Required Testing

The company retains the right to require the following tests:

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Webb Institute may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

## Reporting Requirements

Any employee must notify his or her immediate supervisor of his or her conviction for a violation of any criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction. The supervisor must then promptly report the conviction to the President and Human Resources. Under the Drug-Free Workplace Act, the Webb Institute is required by law to report the conviction to the federal funding agency within 10 days of receiving notice of the conviction from the employee or from any other source.

## Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

## Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

## Crimes Involving Drugs

Webb Institute prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## Counseling and Treatment

Employees who have concerns about their use of alcohol or other drugs are urged to seek assistance.

- Faculty and staff may obtain counseling or referrals from Human Resources (516-629-3260 in Glen Cove, New York);
- Webb Institute medical insurance, which is administered by the Oxford HealthCare Insurance <https://www.oxhp.com/Member/MemberPortal/> ;
- Webb Institute Employee Assistance Program, which is administered by the Standard Life Insurance Company of New York

Services includes:

**24-hour Toll-free Member Line 888.293.6948**— Support for members that provides consultation or referral to specialists for legal, financial and/or clinical issues

**Face-to-Face Assessment and Counseling** — Up to three in-person counseling sessions per problem per contract year for employees and family members for assessment, problem solving and referrals to resources.

Through the internet at <http://www.eapbda.com>

Organizations that provide support and assistance to individuals with substance abuse problems and to their families include:

- Alcoholics Anonymous 212-870-3400
- Al-Anon and Alateen 212-941-0094 (Greater New York)
- Cocaine Anonymous 212-929-7300 or 212COCAINE (212-262-2463)
- Covenant House Nineline 800-999-9999
- Marijuana Anonymous 212-459-4423
- Nar-Anon 800-984-0066
- Narcotics Anonymous 212-929-6262 or 212-929-7117
- Nicotine Anonymous 415-750-0328 or 877-879-6422

- LIFENET Crisis Referral Hotline 800-543-3638

### **Applicable Legislation and Regulations**

[Federal Drug Free Workplace Act of 1988](#)

[New York State Policy on Alcohol and Controlled Substances in the Workplace](#)