

# HR Drug and Alcohol Abuse Policy

---

It is Liberty University's desire to provide a drug free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Liberty University premises and while conducting business related activities off Liberty University premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

This policy represents a long-standing program of the University among employees and students. Liberty University finds unacceptable the possession, use, manufacture, or distribution of alcoholic beverages and illegal drugs or other illegal controlled substances by employees of the University.

All actions consistent with University policies, state and federal laws, and individual privacy rights will be taken by Liberty University to eliminate the use or abuse of drugs and alcohol on or off campus by employees. This policy focuses upon the elements of enforcement, education, counseling and referral.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Human Resources Office to receive assistance or referrals to appropriate resources in the community without fear of reprisal.

**ENFORCEMENT:** Possession, use, manufacture, and distribution of illegal substances is a crime, and Liberty University will cooperate with law enforcement

authorities who are enforcing current statutes. Employees are warned that involvement with drugs or alcohol on or off campus can result in disciplinary action by the University above and beyond any criminal penalties. The disciplinary action can result in dismissal. Employees must notify Liberty University's Human Resources Office of any criminal drug statute convictions no later than five days after conviction. Liberty University will take appropriate action, which is in the best interest of the University and as required by law.

Liberty University recognizes that substance abuse is a serious problem and use of illegal substances or alcohol can result in permanent physiological, psychological or emotional damage including the possibility of death. Education of employees on dangers inherent in substance abuse is an important aspect in eradicating the problem.

University employees who are at risk of drug and alcohol abuse have access to campus mental and health care professionals through Liberty University's Health Services facility. In addition, trained professionals are available through referral who can counsel with the employee.

All employees must comply with this Policy as a condition of employment. Liberty University reserves the right to modify this Policy, as well as the practices and procedures relating to the Policy.