

# Drug/Alcohol Free Workplace

Miller Management is required under the Drug Free Workplace Act of 1988 and the Federal Drug-Free schools and Communities Act Amendment of 1989 to adopt a policy with specific provisions which prohibits the unlawful manufacture, distribution, possession, and use of illicit drugs and alcohol in the workplace. The Act stipulates that failure to comply with these requirements could result in the loss of all federal grants for a five-year period.

The provisions of the Drug-Free Workplace Act and the Federal Drug-free Schools and Communities Act Amendment apply to any employee engaged in the performance of a Federal grant, regardless of the dollar value. Since virtually all departments utilize some form of federal funds, whether it is in the form of research, work-study, or student scholarships, the Executive Staff of the University has adopted the following policy for all segments of the University.

- Faculty and staff are expected and required to report to work on time and in mental and physical condition for work. It is our intent and obligation to provide a drug and alcohol-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol on Miller Management premises or while conducting Miller Management business off Miller Management's premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- Miller Management recognizes drug and alcohol dependency as an illness and a major concern. Miller Management also recognizes drug and alcohol abuse as a potential health, safety, and security problem.
- Employees needing help in dealing with such problems are encouraged to use the resources available through our Employee Assistance Program (EAP) and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any personnel record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off WPI premises while conducting WPI business. A report of a conviction must be made within five (5) days after the conviction to the Vice President.
- Miller Management has 10 days to notify the government contracting officer that a conviction has occurred and 30 days from the time of the conviction to impose sanctions or remedial measures. These may include termination.

