



SUNY Orange Policy Manual

| Policy Number | Policy Title |
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| BP3.5 | Drug-Free Workplace |

SUNY Orange is committed to maintaining a drug free workplace. In compliance with “The Drug-Free Schools And Communities Amendments Of 1989” as mandated by Section 22 of Public Law 101-226, and the “Drug-Free Workplace Act of 1988,” the College will make the following information available to its students and employees annually.

Standards of Conduct

The College has a vital interest in ensuring safe, healthful and efficient working conditions for its employees. The unlawful presence of controlled substances in the workplace conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, the College has established, as a condition of employment and continued employment, the following drug-free workplace policy:

- The unlawful use, possession, manufacture, dispensation or distribution of controlled substances at any College work location or premises is prohibited
- Advance written approval and authorization is required from the President of the College for the consumption of alcohol at College-sponsored functions
- Employees who unlawfully manufacture, distribute, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable and collective sanctions outlined in Section II, Disciplinary Sanctions
- Employees must notify the Human Resources Office of any criminal drug statute conviction for a violation occurring in the workplace, or at a work site, no later than five (5) days after such a conviction
- All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment at the College

The College is also committed to providing a safe, healthful and efficient educational setting for students. Students are governed by the College’s Student Code of Conduct, which states:

- The unlawful purchase, manufacture, possession, use, distribution or consumption of alcohol and other drugs on all College campus sites or College-sponsored events is prohibited
- No alcoholic beverages may be bought, manufactured, possessed, used, distributed or consumed on campus or elsewhere as part of College activities in which students are involved
- Under New York State law, no person can sell, deliver or give away any alcoholic beverage to any person under the age of 21
- Visitors at all College campus sites are expected to adhere to the standards of conduct regarding alcohol and other drugs required of College employees and students



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Disciplinary Sanctions of the College

Local, state and federal laws stipulate mandatory fines and imprisonment of individuals convicted of possessing, using or distributing illicit drugs or alcohol on campus and at all College-sponsored events. The College will strictly enforce the Student Code of Conduct which specifies the disciplinary measures for students who have been found to have possessed, used or distributed drugs or alcohol on College property and at all College-sponsored events.

Please refer to the Student Code of Conduct for disciplinary procedures and possible sanctions specified for students.

The disciplinary measures specified for employees include:

- Completion of an appropriate rehabilitation program
- Disciplinary sanctions will be applied pursuant to applicable law or, where appropriate, the individual's collective bargaining agreement. These sanctions may include a reprimand, a fine, and suspension without pay, demotion and dismissal

In addition to disciplinary action or College sanctions, students and employees found possessing, using or distributing illegal drugs and alcohol on College property may be referred to local authorities for prosecution.

Drug-Free Awareness Program

In order to maintain a drug-free workplace, the College has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, its drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for violations of our drug-free workplace policy. Such education may include:

- Distribution of the College's drug-free workplace policy at the employment interview
- Discussion of the policy at the new employee orientation session
- Distribution of a list of approved drug assistance agencies, organizations and clinics
- Distribution of published educational materials regarding the dangers of drug abuse
- Re-orientation of all involved employees in cases in which a drug-related accident or incident occurs
- Inclusion of the policy in employee handbooks and any other personnel policy publications
- Lectures or training by local drug abuse assistance experts
- Discussion by the College's safety experts on the hazards associated with drug abuse
- Video presentations on the hazards of drug abuse

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.