

DRUG FREE WORKPLACE POLICY

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the wellbeing of all employees, the public at large, and result in damage to college property. Therefore, it is a policy of the College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the College's workplace is prohibited. Any employees or students violating this policy will be subject to disciplinary action up to and including termination of employment or expulsion from school and possible criminal prosecution.

The College recognizes that alcohol and drug abuse can affect an employee's personal and family life, and can contribute to problems on the job. Without appropriate intervention an employee presents a problem not only to himself but to his/her family and to the College as well. It is also recognized that alcohol and drug abuse are treatable illnesses. The College has a strong commitment to assist any employee who voluntarily asks for help. The institution has provided a channel of help through the Employees' Assistance Program. It is the employee's responsibility to seek help for such problems before they must be addressed at the work site or otherwise become apparent as unsatisfactory job performance and/or work habits. Such action on the part of the employee shall be viewed as responsible and shall be supported by management and the supervisor.

Comprehensive Policy can be located in the Employee Manual Section 1, page 21.

SMOKING POLICY (amended January 23, 2007)

It is the policy of Pitt Community College that smoking is prohibited in all college **facilities and vehicles**, and within twenty-five feet of all Pitt Community College building entrances.

Policy can be located in the Employee Manual Section 1, page 43.

Pitt Community College Drug Free Workplace/Smoking Policy Agreement

Name _____

Employee ID # _____

I have read the Pitt Community College Drug Free Workplace Policy and Smoking Policy and agree to their provisions. I understand that violation of these policies may lead to suspension and/or termination of my employment.

Signature _____ Date _____