



DRUG AND ALCOHOL FREE WORKPLACE/SCHOOL POLICY

Policy and Program Statement -- In compliance with federal regulations, ASA Institute is committed to providing a drug-free, healthful, safe, and secure workplace and environment, and has implemented a drug and alcohol abuse, prevention program.

The College will annually notify employees and students that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property, or as any part of College activity, is prohibited.

Illicit Drugs Prohibited -- The unlawful possession, use, and distribution of illicit drugs on College property, or as any part of College activity, is prohibited.

Criminal Penalties -- A student or employee's violation of this prohibition may result in arrest and conviction under applicable criminal laws of the United States, the State of New York, or local municipalities. Conviction may result in legal penalties.

Sanctions imposed by the College -- Students and employees who violate the College's policy against illicit drugs and alcohol are subject to sanctions imposed by the College which are consistent with local, state, and federal law and regulations. Such sanctions may include, but are not limited to, the offender's expulsion from the College or termination of College employment, and referral to other authorities for prosecution. Disciplinary action against employees or students will be initiated in accordance with the College policy.

Health Risks -- The following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: memory loss; depression; fetal alcohol syndrome; problem pregnancy; sclerosis; circulatory problems; insomnia; heart failure; respiratory arrest; cardiac arrest; seizures; coma; anxiety; paranoia; irritability; fatigue; mental illness; death.

Available Assistance Treatment Programs -- The College recognizes drug and alcohol dependency and/or the abuse of drugs and alcohol to be a major health problem, as well as a safety and security problem. Many resources are available to employees and students seeking assistance with such problems.

As part of the college's drug awareness program, literature and a list of available community drug counseling and rehabilitation services are available under separate cover.