



DRUG AND ALCOHOL FREE WORKPLACE POLICY AND SIGN-OFF

In compliance with Federal regulations and in accordance with the employment policies of the college, ASA College is committed to providing a drug-free workplace.

As a condition of employment at ASA College, no employeemay be involved in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or abuse of alcohol on the college premises. Any employee who is convicted of violating this policy will be dismissed.

In accepting employment at ASA College, the employee agrees to abide by the drug-free workplace policy, and agrees to notify the College Officials of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

As part of the college's drug-free awareness program, literature and a list of resources available for drug counseling and rehabilitation can be provided on request from the President.

I, _____, in accepting employment at ASA College, agree to abide by the college's policy regarding a drug-free workplace.

In accepting employment, I agree to uphold the mission and objective of the college, and will abide by the regulations, policies, procedures and standards that govern the college.

Employee's Signature

Date

DOWNTOWN BROOKLYN

81 Willoughby Street
Brooklyn, NY 11201
Tel.: 718 - 522-9073

MIDTOWN MANHATTAN

1293 Broadway/One Herald Center
New York, NY 10001
Tel.: 212-672-6450

NORTH MIAMI BEACH

3909 N.E. 163rd Street
North Miami Beach, FL 33160
Tel.: 786-279-1740

DRUG AND ALCOHOL FREE WORKPLACE/SCHOOL POLICY

Policy and Program Statement -- In compliance with federal regulations, ASA College 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.

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