

## **Drug and Alcohol Abuse Prevention Policy**

Detroit Mercy is committed to maintaining a safe, healthy and efficient environment in which its employees are free from impairment from substance abuse. The University will make a good faith effort to maintain a drug-free workplace.

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, to minimize lost work time, and for reduced personal, family and social disruption. The University encourages the earliest possible diagnosis of and treatment for drug or alcohol abuse. Detroit Mercy will assist employees in overcoming drug or alcohol abuse. The decision to seek diagnosis and accept treatment for drug or alcohol abuse is the individual employee's responsibility.

The University encourages employees to seek assistance in dealing with a substance abuse problem or the problems of a family member by contacting their supervisor or the Office of Human Resources. No employee will be terminated solely as a result of seeking counseling and rehabilitation.

In accordance with the Drug-Free Workplace Act, Detroit Mercy prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University premises or other workplaces if individuals performing work on these premises are compensated by the University of Detroit Mercy. All employees are expected to abide by these standards of conduct as a condition of employment.

The legal drinking age in Michigan is 21. Knowingly furnishing alcohol to a person under the age of 21 is also prohibited by state law. Employees who are of legal drinking age are expected to consume alcohol in a mature and responsible manner while attending University activities. The University prohibits the consumption of alcohol by any person when the consumption adversely affects job performance and/or endangers the physical well-being of any person.

Employees violating this policy will be disciplined, up to and including termination. Employees may be referred to suitable counseling or treatment resources for evaluation and treatment. When warranted, corrective counseling may include requiring an employee to successfully complete a rehabilitation program. While undergoing counseling and treatment for drug or alcohol abuse, employees must continue to meet all standards of conduct and job performance. Persons who violate this policy may be referred to law enforcement authorities for arrest and prosecution.

### Alcohol and Drug Testing

Detroit Mercy's workplace should be free from drug and alcohol abuse. Employees cannot work safely and productively if they report for work or work while alcohol or drugs impair them.

#### *Reasonable Suspicion*

Detroit Mercy will require an employee reasonably suspected of being impaired by alcohol (.02% blood alcohol concentration or above), drugs (illegal or controlled) to be tested for alcohol, drugs, or both at its expense by qualified medical personnel.

Detroit Mercy will require an employee to be tested for alcohol, drugs or both if a supervisor or manager reasonably suspects the employee to be impaired by alcohol, drugs or both based on observations of the employee's job performance or personal behavior or any other evidence of alcohol or drug use.

### *Discipline*

A "positive" reasonable suspicion alcohol test (.02% blood alcohol concentration or above) will result in discharge, even for a first "positive" alcohol test.

A "positive" reasonable suspicion drug test will result in discharge, even for a first "positive" drug tests.

An employee who tests "positive" for a prescribed drug will not be subject to disciplinary action, if a physician prescribed the drug for the employee, and the employee used the drug as prescribed.

Refusal to take a required alcohol or drug test or to sign any required forms is insubordination and will result in immediate discharge.

An attempt to tamper with, contaminate, or switch a sample or a failure to provide a urine sample with the required amount of urine by the end of the time period established by the collection site will constitute an insubordinate refusal to take the test and will result in immediate discharge.

If Detroit Mercy reasonably suspects that the employee is working while impaired by alcohol or drugs, the employee will be suspended without pay until the results of an alcohol or drug test are available to Detroit Mercy.

Detroit Mercy will not discipline or discharge an employee for voluntarily seeking assistance for alcohol abuse, drug abuse, or both, if the employee seeks the assistance before DETROIT MERCY requires an alcohol or drug test or before the employee has violated the substance abuse policy.