WESTMINSTER COLLEGE
Drug and Alcohol Use Policy

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<tr>
<th>POLICY TITLE</th>
<th>Drug and Alcohol Use Policy</th>
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<tr>
<td>No. 601</td>
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<td>Effective Date</td>
<td>March 22, 2017</td>
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WESTMINSTER COLLEGE
Drug and Alcohol Use Policy

1. STATEMENT OF POLICY

Westminster College is committed to providing a safe and healthy workplace and a safe learning environment with a workforce free of illicit drugs or alcohol that may impair judgment and job performance and result in injury to self, other employees, students, or visitors. Employees of the College are required to report to work in appropriate mental and physical condition. Students are expected to engage in safe and healthy activities that contribute to a safe learning environment. The College has a comprehensive Drug and Alcohol Abuse Prevention Program that is available to all members of the College community.

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, while on College property and while conducting college-related activities off College premises or as part of College activities, students and employees are prohibited from the unlawful possession, use, or distribution of illicit drugs or alcohol. The College permits the lawful use of alcohol at College events only when authorized in writing in accordance with the terms of the College’s Alcohol Service at College Events Policy.

The College’s schools and departments have intradepartmental policies relating to drug and alcohol use that are program specific:

- The School of Nursing has additional written policies governing nursing students. These policies govern students who demonstrate unsafe behaviors during their participation in any learning experience, including classroom, clinical laboratory, clinical settings, and other school sponsored functions.
- The Athletics Department has additional written policies governing student-athletes. These policies encompass mandatory drug testing, sanctions because of positive tests, specific programs of education relative to drug and alcohol use and abuse, and counseling and rehabilitation programs.
- The Aviation Department has written policies governing aviation students. As required by Federal Aviation Administration all aviation students and employees must be completely free of the influence of alcohol or any other substance, illegal or legal, that could adversely affect their judgment or capacity to act when flying or handling college aircraft, both on or off the ground, or when operating college equipment.
- The Office for Global Engagement has written policies governing off College study experience trips. These policies govern faculty and staff leading study experience trips such as MTSE, SISL, summer study experiences, graduate study tours, or similar off campus study experiences.
- The College has additional written policies that apply to students in furtherance of its commitment to a safe learning environment. These policies govern the rights and responsibilities of students on matters relating to drug and alcohol.
Science programs in the Meldrum Science Center commonly use alcohol in its science laboratories. The center has storage and handling procedures that control against the alcohol being used for anything but science laboratory purposes.

2. TO WHOM THIS POLICY APPLIES

This policy applies to all Westminster College students, faculty, and staff.

3. DEFINITIONS

A. College – College refers to Westminster College.

B. Employees – College faculty, staff, and student-employees.

C. Faculty – full-time, part-time, adjunct faculty and instructors of the College.

D. Students – Refers to students who are registered or enrolled for credit- or non-credit bearing coursework.

4. PROHIBITED CONDUCT UNDER THIS POLICY

A. While on College property and while conducting college-related activities off College premises or as part of College activities, the College prohibits students and employees from the unlawful possession, use, or distribution of illicit drugs or alcohol.

B. Employees of the College are required to report to work in appropriate mental and physical condition. The College prohibits employees from using prescribed drugs on the job if the drugs impair the employee’s ability to perform the essential functions of the job effectively or cause the employee to act in a manner that endangers other individuals in the workplace.

C. The College prohibits employees from returning to work after a criminal drug statute violation occurring in the workplace unless employees have notified their immediate supervisor and the executive director of human resources of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction. Following notification of the violation, the College may impose disciplinary sanctions up to and including immediate termination of employment.

D. The College prohibits employees from operating any College vehicle or equipment while under the influence of alcohol or non-prescribed controlled substances. Employees using prescribed or over-the-counter medication are prohibited from operating College vehicles or equipment at any time when their ability to do so might be impaired by the medication. The College reserves the right to require testing of employees operating any College vehicle or
equipment for alcohol (including medications containing alcohol) or illegal or controlled
substances, on the basis of reasonable suspicion.

5. RESPONSIBLE ADMINISTRATORS

The executive director of human resources is responsible for enforcing this Policy on Drug and
Alcohol Use on behalf of the College for conduct involving employees.

The dean of students is responsible for enforcing this Policy on Drug and Alcohol Use on behalf
of the College for conduct involving students.

6. DISCIPLINARY SANCTIONS

Employees and students who violate the College’s policy will be subject to disciplinary action by
the College. The severity of the imposed sanctions will be appropriate to the violation; possible
sanctions include suspension, probation, dismissal, restitution, official censure or reprimand,
mandatory participation in a rehabilitation program, unpaid suspension from employment, loss of
the privilege of operating a college vehicle, and/or termination of employment and referral for
prosecution and other actions the College deems appropriate.

7. RELATED POLICIES

A. Drug and Alcohol Abuse Prevention Program Policy
B. Alcohol Service at College Events Policy

8. HISTORY

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<th>Date of Last Action</th>
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<th>Authorizing Entity</th>
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<tr>
<td>March 22, 2017</td>
<td>Policy Adopted</td>
<td>Policy Governance Committee</td>
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9. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/___________________________________________
Stephen R. Morgan, President