



## DRUG-FREE WORKPLACE POLICY

Massachusetts College of Art and Design adheres to the principles of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. The use of illicit drugs and alcohol at Massachusetts College of Art and Design, on College property or at College activities impairs the safety and health of employees, lowers the productivity and quality of work performed, and undermines the public's confidence in the College. Only in an environment free of substance abuse can Massachusetts College of Art and Design fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of this community.

The unlawful possession, use or distribution of illicit drugs and alcohol on College property or as part of any College activity is prohibited. All members of the College community - Faculty, Staff and Administrators – are urged to carefully and seriously reflect on their personal responsibility to remain drug-free, and further, to demonstrate care and concern for others through timely intervention, support and referral.

An employee of the College shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances or alcohol on college property or in conjunction with any college activity, whether work related or non-work related.

All employees are expected to be capable of satisfactorily performing their jobs and behaving properly. The use of illegal drugs by College employees, at any time, will not be tolerated. Moreover, the use of alcohol or other intoxicants or the effects of the use of alcohol or other intoxicants during work hours will not be tolerated. Employees who violate this policy will be subjected to disciplinary action up to and including termination in accordance with the relevant provisions of the applicable collective bargaining agreement.

Any employee who is convicted of a violation in the workplace of any criminal drug statute must notify the Director of Human Resources in writing no later than five days after such conviction. If the employment of any employee so convicted is partially or fully federally funded, the College will notify the federal agency providing those funds of the conviction.

All of the health plans offered to employees through the Commonwealth offer substance abuse treatment programs. For information regarding these programs contact your health insurance company. For additional assistance, contact the Director or Associate Director in the Human Resources Office at extension 7906.