

JUNIATA COLLEGE
Huntingdon, PA 16652

THE DRUG-FREE CAMPUS AND WORKPLACE POLICY

Juniata College has a strong commitment to provide a drug free environment. As a condition of employment all employees are required to become familiar with and adhere to the following rules and regulations:

1. All employees are forbidden to use or possess illegal drugs while on duty or at any time during the working day. Employees also are forbidden to engage in any sale or other transaction involving such substances on the employer's premises. Violators will be subject to immediate discharge.
2. Corrective action, up to and including termination of employment, will be taken if any employee is under the influence of illegal drugs on the job.
3. Upon reasonable suspicion of impairment on the job, employees may be required to submit to a test to determine whether they are under the influence of illegal drugs. The types of tests that may be used include blood tests, and urinalysis.
4. Any sale of illegal drugs during the workday or on the employer's premises will be treated as gross misconduct punishable by immediate discharge for the first offense. The College reserves the right to conduct searches of workspaces upon reasonable suspicion of impairment.
5. In addition, any employee is required, as a condition of employment, to abide by this policy and inform the College within five days if convicted of drug violations in the workplace. Such convictions must be reported to any appropriate federal contractor or grantor within 10 days.

As required by the federal government, the College will take one of the following actions within 30 days of receiving notice that an employee has been convicted under any criminal drug statute for a workplace violation:

- a. appropriate personal action, up to and including termination, or
- b. require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

This policy is instituted to comply with the Drug Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. This policy will be reviewed on a regular basis and will be consistently enforced.

Reviewed and approved by Senior Leadership Team on 4/30/18.