

Drug-Free Workplace Acknowledgement & Agreement

To maintain our status as a "responsible source" for the award of federal contracts under the Drug-Free Workplace Act, the following policy must be communicated to all employees (to include interns, volunteers, or student workers) on an annual basis:

POLICY:

In keeping with the law, every place at which Messiah College carries out its mission, whether at the Grantham campus or any other location, will be a drug-free workplace. This means:

Employees cannot for any reason illegally manufacture, distribute, dispense, have with them, or use any controlled substance. Some controlled substances are: narcotics (heroin, morphine, etc.), cannabis (marijuana, hashish), stimulants (cocaine, etc.), depressants (tranquilizers), and hallucinogens (PCP, LSD, "designer drugs," etc.).

If you violate the above policy, the College has the right to terminate employment for the first offense, although counseling/treatment will be employed where it is thought to be beneficial.

INFORMATION:

Employees have the right to know about the dangers of drug abuse in the workplace, the College's policy about them, and about what help is available to help combat drug problems. Most important to those with such problems, we want to make you aware of the several kinds of help that are available on a voluntary basis. These include: medical insurance benefits for substance abuse programs, information about community resources for assessment and treatment, and a counseling program.

We have established such help as part of our commitment to the health, safety, and well-being of our employees and their families, and we encourage you to use it, as needed.

VIOLATION:

Should any employee be convicted of violating a criminal drug statute in the workplace, the law requires that he or she notify the College within five days of the conviction (including pleas of guilty or nolo contendere). Failure to do so can subject the employee to disciplinary action, up to and including termination.

By law, we must then notify the federal contracting officer of the conviction within 10 days.

On notice of such a conviction, the College must then either discipline the employee or offer participation in an approved rehabilitation or drug abuse assistance program. If such help is offered and accepted, the employee must satisfactorily take part in the program to continue employment.

The College believes that rehabilitation is the preferred solution to any such problem from all standpoints, as it both protects our investment in a trained employee and treats the individual concerned with dignity for what is in fact an illness. We will therefore as a matter of policy extend the rehabilitation option whenever possible. We should also note however that sale or other attempts to distribute illegal substances will not be tolerated.

ACKNOWLEDGMENT:

All employees are asked to acknowledge that they have been informed of the above policy and agree to abide by it in all respects. By law, this acknowledgment and agreement are required of you as a condition of continued employment.

Employees are encouraged to refer any questions on the above policy to their supervisor or Human Resources.