



PROVIDENCE  
COLLEGE

*Office of Human Resources*

Date: January 17, 2020  
To: All Faculty and Staff  
From: Kathleen M. Alvino  
Associate Vice President for Human Resources  
Subject: Drug-Free Workplace Policy

---

Under the Drug-Free Workplace Act of 1988, Providence College is committed to maintaining a drug-free environment for its employees and its students. Our Policy prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on the Providence College property or during the course of College business.

Federal regulations require the annual distribution of Providence College's Drug-Free Workplace Policy. Please review the Policy contained in this memo and familiarize yourself with its contents. The policy also is posted on the Human Resources web site. If you have any concerns or questions, please call me at extension 2430.

We need to work together to promote, provide, and exhibit a safe campus environment for students, faculty, and staff.

# **DRUG-FREE WORKPLACE POLICY**

Providence College is committed to insuring that all employees attend work confident that they will not be endangered by a co-worker's use or abuse of drugs and/or alcohol. We need to work together to maintain a safe, healthful, and efficient working environment free from the harmful effects of drug and alcohol abuse.

To comply with the federal Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Campuses Act 1989, the College provides employees with the following information:

1. Any employee of Providence College, permanent or temporary, full-time or part-time, is prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances on any College premises, in vehicles provided by Providence College, at any worksite or location at which College duties are being performed by Providence College staff members, or as part of any other Providence College activities. Any such activity constitutes grounds for immediate termination and possible referral for criminal prosecution. Common examples of controlled substances, as defined by local, state, and federal law, are cocaine, marijuana, methamphetamines, and heroin. Other drugs and substances that may be used and abused include, among others, alcohol, opioids, sedatives, stimulants and tranquilizers. Any employee under the influence of drugs or alcohol such that judgment or performance is impaired, or inappropriate behaviors occur while on campus or on College business, will be subject to the full range of discipline available to the College and/or applicable collective bargaining agreements, up to and including termination.
2. In order to provide pertinent, useful information and to emphasize Providence College's commitment to maintaining a drug-free campus, employees are provided periodically with written materials containing reminders about the dangers of drug abuse in the workplace. This material describes the scope and availability of any drug counseling, rehabilitation, and employee assistance programs, and restates the penalties that may be imposed for drug and/or alcohol abuse violations in the workplace. At various times, the College schedules films and lectures pertaining to these topics. Should an employee need to seek immediate assistance with drug or alcohol-related issues or health risks, directly contact the College's EAP consultant, E4Health, for confidential discussions on how to address, reduce, and recover if needed. Employees also may contact the Assistant Director of Benefits/Worksite Wellness Specialist in the Office of Human Resources.
3. Every employee is required to notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring on the campus no later than five days after the conviction.