

## Substance- and Violence-Free Workplace Policy

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### *Alcohol-Free Workplace*

Being under the influence of alcohol on the job may pose serious safety and health risks, not only to the user but to all those who work or come in contact with that individual. Therefore, the Seminary is committed to providing employees an alcohol-free workplace environment that promotes health and safety.

It is also the Seminary's practice not to serve alcoholic beverages in any area of the campus during events or at any function sponsored by the Seminary that takes place on campus. This practice is in accordance with principles set forth by The United Methodist Church.

Violation of this policy regarding alcohol results in disciplinary action up to and including termination.

### *Drug-Free Workplace*

Being under the influence of drugs on the job may pose serious safety and health risks, not only to the user but to all those who work or come in contact with that individual. Therefore, the Seminary is committed to providing employees a drug-free workplace environment that promotes health and safety.

The Seminary also must meet the compliance regulations set forth in the Drug-Free Workplace Act of 1988 and has certified to the government that it is a drug-free workplace, and hereby notifies all employees of the following:

- The unlawful manufacturing, transporting, distribution, dispensing, possession, sale, or use of narcotics or illegal substance is prohibited in the Seminary workplace or any of the Seminary property. In addition, no employee shall report to work under the influence of these or any other substances, including those prescribed by a physician that may impair the employee's ability to perform in a safe and efficient manner.
- As a condition of employment, all employees agree to abide by the terms of this statement and agree to notify the Seminary of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- The following actions are taken for violation of this prohibition:
  - ✓ appropriate personnel action, up to and including termination of employment; and/or
  - ✓ requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- Information concerning a drug-free workplace are shared with employees at least one time during each fiscal year and include:

- ✓ the Seminary policy of maintaining a drug-free workplace;
- ✓ the penalties that may be imposed upon employees for drug abuse violation occurring in the workplace; and
- ✓ other matters, as deemed necessary in a given year, concerning the dangers of drug abuse in the workplace, and/or available drug counseling, rehabilitation and employee assistance programs.

#### *Smoke-Free Workplace*

In accordance with the City of Evanston's ordinance on smoking in public places, the Seminary is a smoke-free institution. There is no smoking permitted within 25 feet of any entrance to the Seminary.

#### *Weapons-Free Workplace*

For personal safety and the well-being of faculty, staff, students, and visitors, possession of any weapons(s) on the premises or in one's vehicle while parked on campus is strictly prohibited. Any violation of this provision is addressed through disciplinary action, including the possibility of employee termination.