



*Office of Human Resources*

## **BOWIE STATE UNIVERSITY DRUG - FREE WORKPLACE POLICY**

Bowie State University (BSU), as an employer, is committed to a policy of maintaining a drug-free workplace for its employees. The unlawful use, possession, or distribution of controlled substances\* and alcohol by BSU employees in the workplace is prohibited under BSU policy. Such conduct jeopardizes the safety of the employee and the campus community and undermines the academic learning process.

BSU recognizes that drug and alcohol addictions are illnesses that are not easily resolvable by personal effort and may require professional assistance and treatment. For this reason, BSU offers the employees and supervisors drug and alcohol awareness programs and referral to the State Employee Assistance Program to help in identifying and assessing these problems, in obtaining necessary assistance to resolve them, and in taking appropriate steps to prevent their occurrence. Employees with drug or alcohol problems are encouraged to take advantage of the diagnostic, referral, counseling and prevention services available through these programs.

As a condition of employment, employees will abide by this policy. Any employee who violates this policy by being involved in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol in the workplace, or otherwise on University property, will be subject to legal penalties under federal and state law and will be subject to departmental disciplinary action that could result in termination of employment from BSU, and/or be required to satisfactorily participate in substance abuse assistance or rehabilitation programs.

Any employee convicted under any criminal drug statute for a violation occurring in the workplace will notify his/her supervisor of the conviction within five (5) days after such conviction. The supervisor shall report the conviction immediately to the Director of Human Resources and the Director of Federal Programs. If the department has a contact with any federal government agency to receive federal funds, the Director of Federal Programs will notify the granting or contracting agency of the conviction within ten (10) days after receiving notice from the employee.

BSU will make a continuing effort to maintain a drug-free workplace through adherence to this policy.

\* As defined pursuant to Controlled Substances Act, 21 U.S.C., Sections 801, et seq.