

## **Drug-free Workplace**

The Institute for Advanced Study is required, as a recipient of Federal funds, to establish policies and procedures for its Faculty, Staff, Members and Visitors which will ensure a drug-free work environment. To that end the Institute prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substance in the workplace. The possession, use, or sale of illegal drugs and the misuse of any legally obtained drugs while on Institute's premises or while performing any work for the Institute off-premises is prohibited. Further, Faculty and Staff are expected to report to work free from the influence of alcohol or illegal drugs and to remain free from such influence while on Institute's premises or while performing any work for the Institute off-premises. If alcohol is being served at business-related events, Faculty and Staff are expected to drink responsibly and in moderation and to not allow the consumption of alcohol to interfere with their ability to perform their job effectively.

The Institute requires, as a condition of employment, that Faculty and Staff notify the Chief Human Resources Officer within 5 days of a conviction for a drug-related offense which occurred in the workplace. The Institute will discipline any Faculty or Staff member convicted of a drug-related offense which occurs in the workplace. Disciplinary action may include any or all of the following steps: (a) formal warning; (b) suspension without pay; (c) mandatory enrollment in and successful completion of a drug rehabilitation program; or (d) termination.

The Institute will notify the Federal granting agency, as required, within 10 days after receiving notice from an employee or Member or otherwise learning of an individual's conviction for a drug-related offense in the workplace.

The Institute has available in each of its libraries literature on drug and alcohol abuse so that employees, Members and Visitors may learn of the dangers of substance abuse. It encourages employees, Members and Visitors to seek professional drug counseling if they believe they have a drug problem. The Chief Human Resources Officer can assist in referrals to local agencies.