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|  <b>UNIVERSITY of DENVER</b>  | <b>UNIVERSITY OF DENVER<br/>POLICY MANUAL<br/>POSSESSION, USE, OR DISTRIBUTION<br/>OF CONTROLLED SUBSTANCES IN<br/>THE WORKPLACE</b> |  |
| <p><b><u>Responsible Department:</u></b> Human Resources and Inclusive Community, Campus Safety</p> <p><b><u>Recommended By:</u></b> Provost, VC Human Resources and Inclusive Community, VC Business and Financial Affairs</p> <p><b><u>Approved By:</u></b> Chancellor</p> | <p><b><u>Policy Number</u></b><br/>3.20.020</p>  | <p><b><u>Effective Date</u></b><br/>6/8/2018</p> |

## I. INTRODUCTION

This Policy outlines the procedures one must follow if a University community member is suspected of engaging in the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance. Human Resources and Inclusive community and Campus Safety may create guidelines and procedures to implement this policy.

## II. POLICY OVERVIEW

The University is committed to a drug-free workplace and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by employees, students, subcontractors, consultants, and visitors. It is the University's Policy to maintain a drug-free workplace and to comply with all reporting and other obligations as imposed by the Drug-Free Workplace Act of 1988, as amended, and the Drug-Free Schools and Communities Act of 1986, as amended.

## III. PROCESS OVERVIEW

Anyone who has a concern about the unlawful manufacture, distribution, dispensing, possession or use of controlled substances should immediately contact one of the following resources for assistance:

1. The Employee Assistance Program for referrals on treatment and related issues.
2. Campus Safety to report incidents of illegal activity.
3. The Department of Human Resources and Inclusive Community for assistance on the disciplinary process or policy related issues.

4. If an employee's supervisor has reasonable grounds to believe, based on observation by the supervisor or by others whom the supervisor believes to be reliable, that the employee may be under the influence of illegal drugs or improperly under the influence of controlled substances, then the employee may be deemed to have violated this Policy and may be required to leave the workplace immediately. The University reserves the right to conduct drug or alcohol testing of its employees. The University may, but is not obligated to, provide transportation to the employee's destination.

The University reserves the right to discipline employees found to be in violation of this Policy or violation of applicable laws related to the unlawful manufacture, distribution, dispensing, possession or use of controlled substances. Disciplinary action may include immediate termination of an employee. The selection of a disciplinary action for any particular case shall be at the University's sole discretion.

#### **IV. DEFINITIONS**

None