

EARLHAM COLLEGE
Office of Human Resources
DRUG FREE SCHOOLS & COMMUNITIES ACT STATEMENT
and
DRUG-FREE WORKPLACE ACT STATEMENT
December 2018

Earlham College is committed to protecting the safety, health and well-being of all employees, students and individuals on our campus. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug free school and workplace program that balances our respect for individuals with the need to maintain an alcohol, tobacco and illegal drug-free environment. As a recipient of federal funds and financial assistance for educational programs, and in compliance with the [Drug-Free Schools and Communities Act Amendments of 1989](#) and the [Drug-Free Workplace Act of 1988](#), it is the duty of Earlham College to inform students, faculty and staff of:

- The standards of conduct and policies of the College which prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by student, faculty and/or staff;
- The College sanctions up to and including expulsion or termination of employment for violation of this policy;
- The sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- The potential health risks associated with the use of illegal drugs and alcohol; and
- The resources available for treatment programs available to students, faculty and staff.

STANDARDS OF CONDUCT

Earlham College does not accept the inappropriate use of a controlled substance by any undergraduate or graduate student, or individual employed by the College. Purchasing, possessing or using illegal drugs is prohibited both on and off campus. Individuals who violate this policy will be subject to disciplinary action. The College seeks to increase awareness about the dangers and harmful effects of alcohol and illegal substance abuse to individuals and society. The College will be supportive of an individual seeking assistance, however, the consequence of and responsibility for overcoming dependency or inappropriate use of a controlled substance or alcohol rests with the individual.

REPORTING

Any employees who are directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation occurring in the workplace. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Office of Human Resources. Employees may contact the Office of Human Resources, in confidence, for referrals or information regarding available and appropriate substance counseling, treatment or rehabilitation programs. In addition, employees may avail themselves of the Employee Assistance Plan, which provides confidential consultation and resources for issues such as child care and elder care; alcohol and drug abuse; life improvement; difficulties in relationships; stress and anxiety with work or family; depression; personal

achievement; emotional well-being; financial and legal concerns; and grief and loss. The College group health plan offers comprehensive coverage for substance abuse treatment, and patients may make direct contact with the insurer with no physician or employer referral required.

SANCTIONS & DISCIPLINARY ACTION

The College will take appropriate personnel action within 30 days in the event this policy is violated by any student, faculty or staff employee. Personnel actions, up to and including termination, or requiring satisfactory completion in an approved substance abuse or rehabilitation program, will be determined in accordance with the severity of the violation and alignment with the processes outlined in the appropriate handbook.

Undergraduate and graduate students will be subject to Earlham College's Student Standards of Community Respect, statement on [Approach to Alcohol](#), and [Illegal Drug and Drug Paraphernalia Policy and Smoking Policy](#). The Student Standards of Community Respect is available at <http://earlham.edu/policies-and-handbooks/community/student-code-of-conduct/>.

Faculty or staff employees found in violation of this policy will be subject to the disciplinary actions described in their respective Handbooks. The Faculty Handbook is available at: <http://earlham.edu/policies-and-handbooks/handbooks/faculty-handbook/>. The Staff Handbook is available at: <http://earlham.edu/policies-and-handbooks/handbooks/staff-handbook/>.

Any person who knowingly or intentionally participates in the unlawful manufacture, financing the manufacture of, distribution, dispensing, possession or use of a controlled substance may also face serious consequences under the Indiana Criminal Alcohol and Drug Statute and/or Federal Drug Statute. For information concerning specific violations, please contact the Office of Student Life or the Department of Human Resources.

In accordance with the Drug-Free Workplace Act, employees, including student employees, are required to report to Human Resources any criminal drug statute conviction based on acts in the workplace within five days of conviction. Earlham, within ten days of such report must in turn report the conviction to any Federal Agency funding any program in which the employee participates, including Federal Work Study.

HEALTH RISKS

The inappropriate use of a controlled substance, use of illegal drugs or abuse of alcohol presents dangers to individuals and to society. To learn more about the health risks of inappropriate use of controlled substances please use the link below.

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

Health risks of alcohol:

The United States Department of Education has provided the following information concerning health risks of alcohol.

Effects: Alcohol consumption causes a number of marked changes in behavior. Even low doses of alcohol can significantly impair judgment and coordination, including that required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also can increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will provide the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics themselves.

Health Risks of Additional Controlled Substances:

The United States Department of Education has provided the following information concerning health risks of additional Controlled Substances.

In addition to alcohol, drugs to which these statements and rules apply are currently defined as including, but not limited to:

- Opiates (such as morphine, heroin, codeine, opium, demerol, and paregoric)
- Cocaine
- Gamma-hydroxybutyrate (GHB)
- Methylenedioxymethamphetamine (MDMA, Ecstasy)
- Marijuana
- Hallucinogens (such as LSD, DMT, Mescaline, peyote, and psilocybin)
- Barbiturates (such as Nembutal and Seconal)
- Tranquilizers (such as benzodiazepines)
- Neuroleptics (such as Phenothiazine)
- Amphetamines (such as Benzedrine, methedrine, and Dexedrine)
- Methamphetamine in any form

The use and/or abuse of opiates and other narcotics may lead to physical as well as psychological dependence. Continued use of these drugs may result in serious withdrawal symptoms when the drug is no longer available. Some of the effects most commonly associated with narcotics include, but are not limited to euphoria, drowsiness, respiratory depression, and nausea. High doses may lead to an overdose reaction marked by clammy skin, convulsion, coma, and possible death.

The use and/or abuse of depressants may also lead to both physical and psychological dependency. Some of the effects associated with these drugs include slurred speech, disorientation, and other behaviors similar to those exhibited by individuals under the influence of alcohol. The effects produced by an overdose include shallow respiration, weak and rapid pulse,

and clammy skin. Anxiety, insomnia, convulsions, and death are all possible consequences of withdrawal from these drugs.

The continued use of stimulants such as cocaine and amphetamines will likely result in psychological dependency upon the drug. Effects associated with the use of stimulants include, an increase in alertness, excitation, and increase in pulse rate and blood pressure, and loss of appetite. Individuals may experience agitation, an increase in body temperature, hallucinations, convulsions, and possible death as a result of overdose. Individuals who have become dependent upon stimulants may experience apathy, long periods of sleep, irritability, and depression when the drug is no longer available.

The consumption of hallucinogens has no known effects which lead to physical dependency, although the use of phencyclidine (PCP) and phencyclidine analogues is associated with a high probability of psychological dependence. The effect of hallucinogens includes illusions, hallucinations, and poor perception. An overdose of these drugs may lead to longer, more intense episodes, psychosis, and possible death.

The use of cannabis has a moderate risk of becoming psychologically dependent upon the drug. Possible effects include euphoria, relaxed inhibitions, and increase in appetite, and disoriented behavior. In the event of overdose, the user may experience fatigue, paranoia, and possible psychosis. Withdraw from cannabis may lead to insomnia, hyperactivity, and occasionally a decrease in appetite.

DRUG & ALCOHOL TREATMENT

The responsibility for and consequences of substance abuse and dependency rests with the individual, and therefore, the College will not accept financial responsibility for any drug or alcohol counseling, treatment, or rehabilitation program in which a student or employee to participates. However, the Office of Student Life and/or Human Resources will assist persons in determining available financial resources.

The following is a list of resources for information, assessment and referral. The Dean of Students also reserves the right to refer students to an assessment program which may be a condition of continued enrollment.

RESOURCES

Counseling Services	765-983-1432
Health Services	765-983-1346
Student Life	765-983-1311
Human Resources	765-983-1393
Employee Assistance Program	1800-511-3920
Growing Up Drug Free Brochure	https://www2.ed.gov

DEFINITIONS

1. *Controlled Substance* means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance in Schedules I through V of Section 202 of the Controlled Substance Act, and as further defined by federal regulations.

2. *Criminal Drug Statute* means a criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.
3. *Employee* means any individual engaged in the performance of work for the College for which payment is received.
4. *Student* means any person enrolled in any College course or on the College premises or related premises for any purpose related to registration for undergraduate or graduate academic credit.
5. *College premises* means any building, structure, vehicle, equipment, or any improved or unimproved land, or any part of any such building, structure, vehicle, equipment, or land which is owned, leased, used or occupied by Earlham College.
6. *College sponsored activities* means, but is not limited to, any participation in business, academic, athletic, co-curricular, or social events sponsored or paid for by the College, or participation in any such events as a representative of Earlham College.

Revised and approved by Cabinet on December 11, 2018.