



### **2.3.1 Alcohol and Drug Policy**

#### **Standards of Conduct**

It is the policy of the University of San Diego to provide a safe, healthy and productive educational and work environment for its students and employees. This policy is enacted in compliance with the federal Drug-Free Schools and Communities Act and the federal Drug-Free Workplace Act, and their amendments and implementing regulations.

All university employees and students are required to adhere to this policy. In addition, individuals who are not university employees or students, but who perform work at or for the university, attend university activities or otherwise are on university property (including, but not limited to, independent contractors, volunteers, activity participants, visitors and guests), are required to comply with this policy.

The university prohibits the following while on university property or as part of any university-sponsored or university-funded activity:

- The unlawful possession, use, distribution, sale, manufacture or promotion of illicit drugs, drug paraphernalia and alcohol.
- Willfully being under the influence of illicit drugs.
- The prohibited use or possession of alcohol. For information concerning what conduct is or is not prohibited, please contact Student Affairs, Dining Services, Human Resources, or in the case of an employee, the employee's supervisor.

At some university events, alcohol consumption will occur. Those who consume alcohol at university events are expected to comply with applicable laws and to conduct themselves in a professional, responsible and safe manner.

An employee who is convicted of a criminal drug-related or alcohol-related violation occurring in the workplace must notify Human Resources, which in turn will notify the vice president of the division in which the employee works at the university, no later than five (5) days after the conviction.

#### **Disciplinary Action**

Violation of any of the standards set forth in this policy will result in appropriate disciplinary action, up to and including dismissal from the university and referral for prosecution. For those who are not students or employees of the university, disciplinary

sanctions may include severance of the individual's relationship with the university and referral for prosecution.

For employees, a drug-related or alcohol-related conviction, even for off-campus conduct not part of university-sponsored or university-related activities, may result in disciplinary action, up to and including termination of employment, depending on the nature of the employee's position, the severity of the offense, and other relevant circumstances.

### **Getting Help**

Any student, employee or other member of the university community who is concerned about substance use, abuse and rehabilitation is strongly encouraged to contact his or her family physician or health plan. In addition, confidential counseling services are available to students through the university's Wellness area, including Alcohol and Other Drug Services, the Counseling Center, and Student Health Services. Employees may seek help through the university's Employee Assistance Program. For information about the university's Employee Assistance Program, please contact the Human Resources Department. In accordance with applicable law, the university will reasonably accommodate an employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, unless doing so presents an undue hardship to the university.

### **Annual Notice**

In compliance with applicable law, the university will distribute annually in writing to employees and students information regarding this policy; a description of the applicable legal sanctions for the unlawful possession or distribution of illicit drugs or alcohol; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and a description of assistance resources available to employees or students.

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