

**Calumet College of St. Joseph**  
**Drug and Alcohol Policy**  
**(For all Students, Faculty, Salaried and Hourly Staff)**

***Calumet College of St. Joseph is committed to maintaining a drug and alcohol-free workplace. CCSJ will provide a safe and productive work environment for its staff and students.***

**Drug and Alcohol-Free Workplace Policy**

***The following actions are prohibited at the College facility or while engaged in College related activities. The Drug-Free Workplace Policy prohibits the illegal use, sale, transfer, dispensing, distribution, possession, unlawful manufacture, or being under the influence of controlled substances while on the job or on Calumet College's premises. These include, but are not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines, hallucinogens, and barbiturates.***

- Any such controlled substances found on CCSJ's premises will be turned over to the Administration and Campus Security and may result in criminal prosecution.***
- Violations to this policy will be considered gross misconduct and will result in immediate disciplinary action that includes but not limited to oral counseling, written reprimand and warning, or termination.***
- All faculty, staff and students must abide by the terms of this policy. Should an employee be convicted of any criminal drug statute violation on the College premises or while conducting College related activities, must notify the Human Resources Department no later than five (5) calendar days after the conviction.***

**Calumet College of St. Joseph's Statement on Alcohol**

***Except for limited circumstances approved by the President (such as services in the Chapel, Board of Trustee meetings, St. Joseph Society, and Christmas parties), the possession and/or use of alcohol on the job or on CCSJ premises is prohibited. Being under the influence of alcohol on CCSJ's premises is also prohibited.***

***Alcohol possession applies to all open or unsealed containers which contain alcoholic beverages. Such containers are not allowed on the job or on CCSJ's premises. Violators will be subject to disciplinary action up to and including termination.***

**Impairment Related to Drug or Alcohol Use**

***CCSJ employees who are impaired will not be allowed to continue working or remain in the workplace. Impaired is defined as a condition which:***

- *affects the employees ability to perform his or her job*
- *endangers the safety of an employee or others*
- *may cause equipment or property damage*
- *may otherwise expose CCSJ to a potential liability*

*Such impairment, when caused by alcohol, drugs, or controlled substance abuse, is a violation of this policy. CCSJ reserves the right to make a search of its premises and other CCSJ-owned property if a violation of this policy is suspected. CCSJ also reserves the right to search the property of employees on CCSJ premises when there is a reasonable belief that there has been an abuse of a controlled substance or alcohol violation of this policy.*

#### **Drug and Alcohol-Free Awareness Program**

*Calumet College of St. Joseph, as well as the Administration, is responsible for offering a Drug and Alcohol-Free Awareness Program each year to which all employees and students under their jurisdiction have access. Topics for this program will include but not limited to:*

- *College drug-free workplace policy*
- *Health effects of controlled substances and drug abuse*
- *Community resources for employee and student rehabilitation from drugs or controlled substance abuse*

#### **Indiana and Federal Laws**

*In addition to the College sanctions, Indiana and Federal laws provide for fines and/or imprisonment for the unlawful possession, sale, manufacture or distribution of drugs or alcohol. The amount of fines and the length of the imprisonment vary according to the type and amount of the substance involved the offender's past record for such offenses, and a variety of other factors.*

- *finer up to \$10,000 (Indiana)*
- *finer up to \$4 million (federal)*
- *imprisonment up to 50 years (Indiana)*
- *imprisonment up to life (federal) and*
- *confiscation of property*