

# **Drug-Free Workplace Policy**

2007-2008 Faculty Handbook, Section 7, Page 7.67

As a recipient of Federal funds, Kennesaw State University supports and complies with the provisions of the Drug--Free Schools and Communities Act of 1989 and the Drug--Free Workplace Act of 1988.

The unlawful possession, manufacture, distribution, dispensation, and use of illicit drugs and alcohol by employees or students on the university campus is prohibited and violations of this policy will result in appropriate disciplinary action.

Faculty, staff and students are expected to adhere to the policies of the university and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state and federal laws relative to unlawful use of illicit drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment. Detailed sanctions are defined in the Student Handbook, Board of Regents' Policy Manual, Classified Employee Handbook and in the complete policy statement available in the Office of the Provost and Vice President for Academic Affairs upon request.

A combination of several campus offices will provide assistance or act as a referring agency for Kennesaw State University. Included in the campus efforts to assist those with substance abuse problems are the CAPS Center, located on the second floor of Kennesaw Hall, the Department of Human Resources, located in the Campus Services Building, and the Department of Public Safety, located on the first floor of the W. Wyman Pilcher Public Service Building.

Services offered by the CAPS Center, Center for Health Promotion and Wellness, the Department of Human Resources, and the Department of Public Safety include an effort to educate and inform students and employees concerning substance abuse and its emotional, physical, and familial effects. The Counseling Center maintains a listing of referral agencies for off--campus assistance. Drug--Free Workplace coordinator is the director of Human Resources, New Campus Services Building 770- 423-6030.