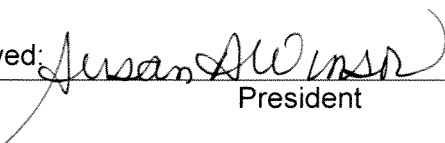



**AIKEN TECHNICAL COLLEGE  
POLICY**

Policy Title: DRUG FREE WORK ENVIRONMENT	Policy Number: 2-3-110
Institutional Authority: President	
Associated SBTCE Policy: 8-7-105	
Associated ATC Procedure:	

Approved:

  
President

  
Commission Chairperson

Date

Adopted: 07/01/2004

Date

Revised: 02/11/2008

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

It is the policy of Aiken Technical College to provide a drug-free, healthy, safe, and secure work environment. Employees are required and expected to report to work in appropriate mental and physical condition to meet the requirements and expectations of their positions.

Aiken Technical College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances, or alcohol at the workplace. Workplace means either on College premises or while conducting College business away from campus.

Aiken Technical College recognizes that chemical dependency through use of uncontrolled or controlled substances, including alcohol, are a treatable illness. Aiken Technical College supports and recommends employee rehabilitation and assistance programs and encourages employees to use such programs.

In order to help employees, Aiken Technical College has also implemented a series of drug-free awareness program guidelines and assumptions:

1. Drug and alcohol abuse at the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury or even death.
2. Drug and alcohol abuse can significantly lower performance on the job, thus affecting the agency and the College's mission.
3. In order to prevent the consequences of drugs and alcohol abuse at the workplace, Aiken Technical College has implemented a policy to ensure that the workplace is drug free.
4. Employees must report to Human Resources Director any conviction under a criminal statute arising from conduct at the workplace within 5 days of the conviction.

In addition, the Drug-free Schools and Committees Act of 1998 requires Aiken Technical College to inform each employee of the following guidelines:

1. Standards of conduct clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Aiken Technical College property or at any Aiken Technical College activity.
2. It is a condition of employment that all employees must abide by the South Carolina Technical College System and Aiken Technical College's policies on employee alcohol/drug abuse. Violations of any provisions herein may result in disciplinary action up to and including termination and may have further legal consequences. Additionally, management may require an employee to enter an employee assistance or drug rehabilitation program.

Policy Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2011		