

MARYVILLE COLLEGE ANNUAL POLICY NOTIFICATION & DISTRIBUTION

Drug and Alcohol Abuse Education and Prevention Program

The following information is provided annual for students and employees. Questions regarding student policies and/or alcohol and other drug programs for students may be directed to the Office of Student Affairs at 865.981.8213. Questions regarding employee policies and/or alcohol and other drug programs for employees may be directed to Human Resources at 865-981-8308.

Policies - Alcohol, Other Drugs, and Weapons

As an academic community, Maryville College is committed to providing an environment in which learning and scholarship flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. The College enforces state laws and related College policies, including those prohibiting the following activities on campus:

- A. Providing alcoholic beverages to individuals under 21 or possession or consumption of alcoholic beverages by individuals under 21.
- B. Distribution, possession, or use of illegal drugs or controlled substances.
- C. Possession of firearms or other dangerous weapons.

The abuse of alcohol and other drugs by students, regardless of age and of location (on-campus or off-campus), is prohibited by the Student Code of Conduct. The College can, and will, impose disciplinary sanctions for violations. Students are also subject to city ordinances, in addition to state and federal laws. The full Student Code of Conduct is available in the Student Handbook, available online. A separate policy exists which addresses violations by College employees. Relevant policies for staff are in the Staff Handbook, and for faculty in the Employee Manual for Faculty.

The College strongly encourages students and employees to voluntarily obtain assistance for dependency or an abuse problem before such behavior ends in an arrest and/or disciplinary referral which might result in their separation from the institution.

The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Code of Conduct or employee expectations, and will not be a mitigating factor in the application of appropriate disciplinary sanctions for such violations.

Help is available both on-campus and within the community for students and employees who are dependent on, or who abuse the use of alcohol or other drugs. Professional agencies will maintain the confidentiality of persons seeking help for personal dependency and will not report them to institutional or state authorities.

- Maryville College Counseling Center: 865-981-8035
- Maryville College Employee Assistance Program: 1.800-523-5668

Student Policies and Sanctions – Alcohol, Other Drugs, and Weapons

1. ALCOHOL POLICY

The use of alcohol on the Maryville College campus is seen as a privilege that is earned both through age and a demonstration of appropriate behavior. The consumption of alcohol is permitted only in limited situations as described below. The College is committed to combating underage drinking through strong policy enforcement and our alcohol education program. Although we understand alcohol may be a part of college life, we reject the notion that alcohol should be a major part of the college experience.

In accordance with the laws of the State of Tennessee, Maryville College prohibits the purchase, possession, or consumption of alcoholic beverages (beer, wine, liquor) by or for persons under twenty-one (21) years of age. Further, the Federal Government requires that as a recipient of federal monies, Maryville College prohibit the illegal use of controlled substances on the campus. To comply with the terms of this federal certification as well as statutory law, students are hereby notified of the Maryville College policy concerning alcohol.

A. Maryville College does not permit the use, possession, advertisement, or sale of alcoholic beverages on the campus in its daily operations and routine programming. The use and/or possession of alcoholic beverages is prohibited on College property, including academic and athletic facilities, maintenance and storage areas, athletic fields, College Woods, conference facilities, and campus grounds. Any individual found in violation of this policy will be required to immediately relinquish the alcohol in his/her possession to a College staff member who will dispose of the beverage. Students failing to do so may be subject to immediate suspension.

B. At certain traditional College events, expressly approved and supervised by the College, persons of legal age (21 years and older) may consume alcoholic beverages. Such events must be approved by the Vice President & Dean of Students and conducted within established guidelines. Further information is available in the Office of Student Affairs.

C. Maryville College permits the possession and consumption of alcoholic beverages in residential living units located within Beeson Village, Court Street Apartments, Carnegie, and Lloyd Halls in which all residents of that living unit are of legal drinking age (21 years or older). A “living unit” may be a room, suite or apartment to which a student is assigned. Bedrooms within a suite or apartment are not considered separate living units, but part of the larger living unit. Guests who are also of legal drinking age are permitted to possess and consume alcohol in these designated living units.

1. While consumption of alcohol is permitted under Section C above, no consumption of alcohol may take place when individuals under 21 years of age are present.
2. Residents discovered to have students or guests under the legal drinking age (under 21 years of age) consuming alcoholic beverages in their living unit, or present while alcohol is being consumed, will be in violation of this Alcohol Policy and subject to appropriate disciplinary action. All persons present in a living unit where this occurs will be subject to

disciplinary action. Residents of the living unit where a violation occurs may be subject to disciplinary action whether or not they are present at the time of the violation.

3. Alcohol is not permitted in public hallways, lounges, stairwells, basements, lobbies, or any other public areas of the residence halls, except when closed alcohol containers are being transported to living units where alcohol possession and consumption are permitted.

4. Kegs, pony-kegs and alcohol containers larger than one gallon are not permitted on campus.

5. Students of legal age who provide underage students with alcohol are subject to state and local law as well as College disciplinary action.

6. When consuming alcohol, residents and their guests must obey the following guidelines concerning room capacity:

a. Six-person apartments may have no more than 18 persons at one time, including the residents of the apartment.

b. Four or three-person suites or apartments may have no more than 12 persons present at one time, including the residents of the suite or apartment.

c. Single or double rooms may have no more than 6 persons present at one time, including the residents of the room.

D. In Copeland, Davis, Gamble, Gibson, and Pearsons Halls, possession or consumption of alcohol is not permitted under any circumstances. Alcohol containers of any type, whether full or empty, are also not allowed in Copeland, Davis, Gamble, Gibson, and Pearsons Halls.

E. Students who choose to drink assume total responsibility for their actions. Consumption of alcohol will not be accepted as an excuse for irresponsible or irrational behavior such as excessive noise, vandalism, violence, physical or verbal abuse, or public drunkenness. Conduct disruptive of any College sponsored activity or athletic event, or acts that violate the rights of others, tend to breach the peace, or which are considered indecent or obscene, will be subject to local laws as well as College disciplinary action. Any violation of the alcohol policy or other Community Standards while under the influence of alcohol will result in disciplinary action.

F. Public intoxication is a violation of this policy.

G. Any student in need of assistance as a result of having too much to drink is encouraged to contact the Staff Member on Duty (SMOD) at 865-981-8002 and assistance will be arranged. Students who voluntarily seek help via this means will not be subject to disciplinary action. The counseling staff will assist students in obtaining appropriate assessment and treatment in a confidential manner.

H. Alcohol Policy Violations Procedures and Sanctions – Any violation of the College's alcohol policy will minimally subject the student to the disciplinary procedures and sanctions listed below and may also be found under the Student Code of Conduct in the student handbook at <https://maryvillecollege.edu/campus-life/student-services/handbook/conduct/>.

In all violations, additional disciplinary actions and/or referral to local law enforcement officials may be imposed depending upon the circumstances surrounding the violation. Any questions regarding the campus alcohol policy should be directed to the Office of Student Affairs at 865-981-8213.

ALCOHOL POLICY

FIRST VIOLATION

NON-CONSUMPTION

\$50 FINE
VIOLATION EXPIRES AFTER 365
DAYS IF NO FURTHER ALCOHOL
VIOLATIONS OCCUR IN TIME
PERIOD

SECOND VIOLATION

NON-CONSUMPTION

\$100 FINE
6 WEEKS OF PROBATION
1 DECISION MAKING SESSIONS

CONSUMPTION

\$150 FINE
10 WEEKS OF PROBATION
GUARDIAN NOTIFICATION
1-3 DECISION MAKING SESSIONS

THIRD VIOLATION

NON-CONSUMPTION

\$150 FINE
9 WEEKS OF
PROBATION
2 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION

CONSUMPTION

\$200 FINE
16 WEEKS OF
PROBATION
3 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

NON-CONSUMPTION

\$200 FINE
16 WEEKS OF
PROBATION
3-4 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

CONSUMPTION

\$250 FINE
20 WEEKS OF
PROBATION
3-5 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

IMPORTANT NOTE:

EACH VIOLATION IS
DIFFERENT THEREFORE,
STUDENT CONDUCT OPERATES
ON A CASE BY CASE BASIS.

ALCOHOL POLICY

FIRST VIOLATION

CONSUMPTION

\$100 FINE
10 WEEKS OF PROBATION
MINIMUM OF 1 DECISION MAKING
SESSION

SECOND VIOLATION

NON-CONSUMPTION

\$120 FINE
13 WEEKS OF PROBATION
GUARDIAN NOTIFICATION
1-3 DECISION MAKING SESSIONS

CONSUMPTION

\$200 FINE
16 WEEKS OF PROBATION
GUARDIAN NOTIFICATION
2-4 DECISION MAKING SESSIONS

THIRD VIOLATION

NON-CONSUMPTION

\$150 FINE
16 WEEKS OF
PROBATION
2-4 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

CONSUMPTION

\$200 FINE
16 WEEKS OF
PROBATION
3-5 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

NON-CONSUMPTION

\$225 FINE
20 WEEKS OF
PROBATION
3-5 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

CONSUMPTION

\$300 FINE
24 WEEKS OF
PROBATION
3-5 DECISION
MAKING SESSIONS
GUARDIAN
NOTIFICATION
POSSIBLE
SUSPENSION

IMPORTANT NOTE:

EACH VIOLATION IS
DIFFERENT THEREFORE,
STUDENT CONDUCT OPERATES
ON A CASE BY CASE BASIS.

Guardian Notification

The Maryville College Alcohol policy calls for guardian notification under certain circumstances. The College may also notify guardians related to drug offenses. The College can contact guardians concerning drug and alcohol violations, for students under 21 years of age, based on the 1998 Congressional revisions to the Family Educational Rights and Privacy Act. Letters are normally sent to the student's home address and may be followed up with a phone call. The College encourages students to proactively notify their guardian(s) of the violation before notification is received from the College. Any questions concerning parental notification should be directed to the Office of Student Affairs at 865-981-8213.

2. DRUG ABUSE POLICY

The possession, use, distribution, manufacture, or sale of drugs or paraphernalia associated with drug use is strictly prohibited. The term "drugs," as used here, includes any narcotic drug, central nervous system stimulant, hallucinogenic drug, anabolic steroid, barbiturate, and marijuana or cannabis derivative, illegal prescription drug as defined by state law or prescription drug obtained without legal prescription. The term "paraphernalia" refers to implements employed in the use of drugs. Any student who voluntarily seeks help through the Counseling Center for drug or alcohol abuse will not be subject to College disciplinary action for disclosure of such concerns. The Director of Counseling will assist the student in obtaining appropriate assessment and treatment in a confidential manner. Prescription drugs, taken under the care and by direction of a licensed physician, are permitted. Students taking prescription drugs should inform a staff member of the Office of Student Affairs of any side effects that could affect normal functioning or prohibit the student from participation in College activities.

Procedures and Sanctions

All cases involving violations of the drug policy are ultimately heard by the Vice President & Dean of Students or their designee. Any violation of the drug policy will subject the student to the following minimum disciplinary procedures and sanctions and possible prosecution under state law.

- A. The student will be required to immediately relinquish the drug and/or paraphernalia to a College staff member who will turn it over to a Safety & Security Officer.
- B. The first offense may subject the student to suspension from the College and prosecution under the law. If the student admits guilt and has no prior record of violations, the sanction of suspension may be held in abeyance and the student will be subject to additional sanctions determined by the Vice President & Dean of Students or their designee. These sanctions may include a Drug Assessment, Drug Testing, and/or guardian notification.

Repeated violations of the drug abuse policy will result in:

- A. Suspension for up to one year if the student opts to enter an approved rehabilitation program. Student may be eligible for readmission only after successful completion of a rehabilitation program approved by the Director of Counseling. The student's status will stand as "suspension" until the completion of such program.
- B. Suspension for a minimum of one year if the student does not opt to enter an approved rehabilitation program. If during that one year the student chooses to enter and successfully complete an approved program, he/she will be eligible to apply for readmission. If the student does not complete such a program within the period of suspension, the suspension will change to irrevocable dismissal from the College.

Drug Testing

When drug testing is part of a student's conduct sanctions, the student will be notified on the day of the test. The student will be sent to a local drug testing facility and asked to submit to the screening. The student may be required to pay for the testing. Refusal to submit to the screening or release the results to Maryville College will be interpreted as a positive test. Any student who tests positive may be suspended from Maryville College.

Alcohol and Drug Education

The Counseling Center provides alcohol and drug education as a resource to students, staff, and faculty. Topics often include the disease concept of alcoholism, effects of alcohol and other drugs, drinking and driving, responsible decision making regarding the use of addictive drugs and treatment options. For more information, call 865.981.8035.

Alcohol and Drug Education programs offered by the College are not considered a treatment program, but rather emphasizes education, intervention and support. Anyone concerned about their own use or use by a family member or friend may contact the Director of Counseling, the Director of Campus Life, or the Dean of Students. Student confidentiality will be strictly observed.

Employee Policies and Sanctions – Alcohol, Other Drugs, and Weapons

Drug Free Campus/Drug Free Workplace Policy

With the adoption of the Drug-Free School and Communities Act, the Department of Education now requires increased diligence by colleges in curbing drug and alcohol abuse on campus. The penalty for failing to comply with the Act is termination of all federal assistance.

Illegal drugs are not permitted on the Maryville College campus. The possession, use, distribution, manufacture, or sale of illegal drugs or implements associated with illegal drug use is prohibited. No employee shall report to work under the influence of an illegal drug. No employee should be under the influence of an illegal drug while on Maryville College property, either on duty or off duty, as to affect the employee's job performance or integrity on the job as

a representative of the College. Illegal drugs include any narcotic drug, central nervous system stimulant, hallucinogenic drug, anabolic steroid, or barbiturate as defined by state law as illegal.

Alcohol use and possession is not permitted on campus in the College's daily operations and routine programming; however, in specifically designated areas at special occasions expressly approved and supervised by the College, students, faculty, staff, and their invited guests over the age of 21 may possess and consume personally acquired beverages on the campus.

Employees are expected to abide by the College's policies on drugs and alcohol. Failure to comply with the policies will result in disciplinary action which may include prosecution for illegal acts as well as loss of employment. The following violations are cause for disciplinary action and/or referral to local law enforcement officials: possession or consumption of alcohol by persons under the age of 21; possession or consumption of alcohol by an individual of legal age who is not in an area specifically designated or at a special occasion expressly approved for alcohol possession or consumption; reporting to work under the influence of alcohol; public drunkenness or disruptive behavior on the College campus; driving under the influence of drugs or alcohol; providing alcoholic beverages or otherwise making alcohol available to persons under 21 years of age on or off campus; drug use, possession, distribution, manufacture, or sales on campus; and possession of paraphernalia employed in the use of drugs.

The Maryville College Staff Handbook Guidelines for Conduct (Appendix A in the MC Staff Handbook) lists the following violations and may subject employees to immediate discharge:

1. Possession of an alcoholic beverage, or drinking during working hours, or while assigned to call out duty, whether on or off College property; drinking any alcoholic beverage immediately prior to reporting to work or reporting to work under the influence of alcohol.
2. Serving or making alcoholic beverages available to persons under 21 years of age either on or off campus.
3. Illegal possession or use of drugs or a positive drug test result for the use of narcotics or other controlled substances; reporting to work under the influence of an illegal drug.
4. D.U.I. offense when job responsibilities include operating a motor vehicle.
5. Possession of firearms, fireworks, or explosives on College property, or in attendance at any College sponsored function.

Employees are prohibited from possession, brandishing, or using a weapon while on Maryville College premises or engaged in Maryville College business.

The Maryville College Conflicts of Interest Policy found in the MC Staff Handbook and signed by all employees, including student workers, as part of HR onboarding states that relationship boundaries between faculty/staff and students need to be finite, clear, and professional. As such, employees of the College should be cautious when hosting students at their personal residences. Employees should not serve or make alcohol available to underage students.

The Maryville College Drug Free Workplace Policy provides details regarding drug testing, consequences for violating the policy, legal sanctions under state and federal law, health risks of commonly abused substances, and how to seek treatment for substance abuse.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- The policy is reviewed and signed as part of new hire onboarding with Human Resources.
- All employees receive an update of the policy annually.
- Every supervisor receives training to help him/her recognize and manage employees with alcohol and other drug problems. Human Resources coordinates this training.

Legal Sanctions Under State and Federal Law

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol.

Under federal law, a civil penalty not to exceed \$10,000 for each violation and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number of prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class C Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). If there is an exchange from a person over 21 years of age to a person

under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than ½ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

Purpose and Goal of Drug Free Workplace Policy

Maryville College (MC) is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. The College established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- MC encourages employees to voluntarily seek help with drug and alcohol problems. The College's Employee Assistance Program provides free, confidential counseling for drug and alcohol problems to MC faculty and staff. (Student employees are not eligible for the MC EAP but may have a similar program through their personal medical insurance.) EAP brochures are available in the Human Resources Office, Room 318 Fayerweather Hall; posted on the bulletin board outside the Fayerweather Hall 3rd floor Conference Room; in the Fayerweather Hall 3rd floor break room and at the Physical Plant time clock. EAP brochures may also be requested by contacting HR.
- Participation in the EAP will not affect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues.

Covered Workers

Any individual who conducts business for the College, is applying for a position or is conducting business on College property is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees, student employees and volunteers.

- Pre-employment drug testing is conducted on positions that are safety-sensitive which includes but is not limited to all positions at the physical plant, security officers, and farmemployees.

Applicability

The MC drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the College. Therefore, this policy applies during all working hours and while on call and paid standby.

Alcohol use and possession is not permitted on campus in the College's daily operations and routine programming. Clayton Center for the Arts is an exception to this rule in so far as alcoholic beverages are provided and/or sold at CCA events pursuant to State of Tennessee laws. However, on special occasions, in specifically designated areas expressly approved and supervised by the College, students, faculty, staff, alumni and their invited guests over the age of 21 may possess and consume personally acquired alcoholic beverages at campus events. Likewise, when approved by the College, alcoholic beverages may be acquired at College sponsored events held off campus by those over the age of 21 and in accordance with state law.

Prohibited Behavior

It is a violation of our drug-free campus policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action up to and including termination of employment will be taken if job performance deteriorates, workplace safety is compromised and/or accidents occur.

Notification of Convictions

Any employee who is convicted of a criminal drug violation must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification which may include disciplinary action up to and including termination of employment.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of lockers, desks and workstations.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA), State and Federal guidelines, and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee, as a condition of employment, will be required to participate in post-accident, reasonable suspicion and return-to-duty testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP), Alcohol, Barbiturates, Benzodiazepines, Methaqualone, Methadone, Propoxyphene and semi-synthetic opioids that go by brand names such as OxyContin, Percodan, Percocet, Vicodin, Lortab, Norco, Dilaudid and Exalgo.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations, required to pass a Return-to-Duty test and sign a Return-to-Work/Last Chance Agreement, subject to ongoing, unannounced, follow-up testing for a period of five years and terminated immediately if he/she tests positive a second time or violates the Return-to-Work/Last Chance Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment will be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to progressive disciplinary action and may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy will be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems. Nothing in this policy prohibits or alters the at-will work relationship between the College and the employee.

Return-to Work/Last Chance Agreements

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work/Last Chance Agreement as a condition of continued employment.

Assistance

Maryville College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees and their family members' assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Document negative changes and problems in performance.
- Counsel employees as to expected performance improvement.

Health Risks of Commonly Abused Substances

Substance	Nicknames/ Slang Terms	Short Term Effects	Long Term Effects
Alcohol		slurred speech, drowsiness, headaches, impaired judgment, decreased perception and coordination, distorted vision and hearing, vomiting, breathing difficulties, unconsciousness, coma, blackouts	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, vitamin B1 deficiency, sexual problems, cancer, physical dependence
Amphetamines	uppers, speed, meth, crack, crystal, ice, pep pills	increased heart rate, increased blood pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety	delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence
Barbiturates and Tranquilizers	barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's	slurred speech, muscle relaxation, dizziness, decreased motor control	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence
Cocaine	coke, crack, snow, powder, blow, rock	loss of appetite, increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation, anxiety, paranoia, increased hostility, increased rate of breathing, muscle spasms and convulsions, dilated pupils, disturbed sleep	depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage
Gamma Hydroxy Butyrate	GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm	euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure	memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence
Heroin	H, junk, smack, horse, skag	euphoria, flushing of the skin, dry mouth, "heavy" arms and legs, slowed breathing, muscular weakness	constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence

Ketamine	K, super K, special K	dream-like states, hallucinations, impaired attention and memory, delirium, impaired motor function, high blood pressure, depression	Urinary tract and bladder problems, abdominal pain, major convulsions, muscle rigidity, increased confusion, increased depression, physical dependence, psychological dependence
LSD	acid, stamps, dots, blotter, A-bombs	dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence
MDMA	ecstasy, XTC, adam, X, rolls, pills	impaired judgment, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss kidney failure, cardiovascular problems, convulsions death, physical dependence, psychological dependence
Marijuana/Cannabis	pot, grass, dope, weed, joint, bud, reefer, doobie, roach	sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety	bronchitis, conjunctivas, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some
Mescaline	peyote cactus	nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature	lasting physical and mental trauma, intensified existing psychosis, psychological dependence
Morphine/Opiates	M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff	euphoria, increased body temperature, dry mouth, "heavy" feeling in arms and legs	constipation, loss of appetite collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence

PCP	crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone	shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking	memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence
Psilocybin	mushrooms, magic mushrooms, shrooms, caps, psilocybin & psilocyn	nausea, distorted perceptions, nervousness, paranoia	confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis
Steroids	roids, juice	increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure	Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, psychological dependence

ON-CAMPUS RESOURCES / INFORMATION

Maryville College Counseling Center	865-981-8035
Maryville College Office of Student Conduct	865-981-8194
Maryville College Office of the Dean of Students	865-981-8213
Maryville College Office of Safety and Security	865-981-8112
Maryville College Employee Assistance Program	1-800-523-5668
Maryville College Human Resources Office	865-981-8308

OFF-CAMPUS RESOURCES / INFORMATION

Blount Memorial Counseling	865-984-4223 https://www.blountmemorial.org/
Cove Mountain Counseling	865-386-4642 https://covemountaincounseling.com/
Lifeline Counseling	865-981-7400 https://www.lifelinecounseling.org/
Maryville Police - Emergency	911
Maryville Police – Non-Emergency	865-273-3700 https://www.maryvillegov.com/police-department-home-page.html
Blount County Sheriff – Emergency	911
Blount County Sheriff – Non- Emergency	865-273-5000 https://www.blounttn.org/329/Sheriffs-Office
Tennessee State Attorney	615-741-3491 https://www.tn.gov/attorneygeneral/

In accordance with the Americans with Disabilities Act of 1990, no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of the University. Further, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College or be subjected to discrimination by the College.