

TO: All Student Workers  
FROM: Judy Shetter, Assistant Financial Aid Director  
SUBJECT: Drug-Free Awareness Program:  
Confirmation of Participation



Under the Drug-Free Workplace Act, the College is required to certify that we have conducted an awareness program to make our employees aware of:

- \* The dangers of drug abuse in the workplace
- \* The College's policy concerning the illegal presence and/or use of drugs in the workplace, including the disciplinary steps that may be taken for violating this policy
- \* Any available help for combating drug abuse

By my signature below, I certify that I have been given a copy of the College's policy on drug abuse in the workplace along with information which discusses the above, and I have been given the opportunity to discuss and ask questions on the above topics. I also certify that I agree to abide by the policy in all respects as a condition of continued employment.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **BRYAN COLLEGE OFFICIAL POLICY ON DRUG-FREE WORKPLACE**

The College is concerned for the welfare of its people. To protect what has been termed the “scourge of drug abuse”, and to maintain our status as a “responsible source” for the award of federal contracts under the Drug-Free Workplace Act, the following is now policy:

Effective immediately, any place our work is done, whether at this or other sites, is declared a drug-free workplace. This means:

Employees cannot for any reason illegally manufacture, distributes, dispense, have with them, or use any controlled substance. Some controlled substances are:

Narcotics (heroin, morphine, etc.)

Cannabis (marijuana, hashish)

Stimulants (cocaine, diet pills, etc.)

Depressants (tranquilizers)

Hallucinogens (PCP, LSD, “designer drugs”, etc.)

If you violate the above policy, the College has the right to terminate you for the first offence.

Employees have the right to know about the dangers of drug abuse in the workplace, the College’s policy about them, and about what help is available to help combat drug problems. This statement gives the College’s policy. We will conduct an educational program on the dangers of drug abuse in the workplace. Most important to those with such problems, we want to make you aware of the several kinds of help that are available on a voluntary basis. These include:

Information about community resources for assessment and treatment.

Information regarding available professional counseling.

We believe in such help as part of our commitment to the health, safety and well-being of our employees and their families, and we encourage you to use it, as needed.

Should any employee be convicted of violating a criminal drug statute in the workplace, the law requires that he or she notify the College within five days of the conviction (including pleas of guilty or nolo contendere). Failure to do so can subject the employee to disciplinary action, up to and including termination. By law, we must then notify the federal contracting officer of the conviction within 10 days.

On notice of such a conviction, the College must then either discipline the employee or offer participation in an approved rehabilitation or drug abuse assistance program at the employee’s expense. If such help is offered and accepted, the employee must satisfactorily take part in the program to continue employment.

The College believes that rehabilitation is the preferred solution to any such problem from all standpoints, as it both protects our investment in a trained employee and treats the individual concerned with dignity. We will therefore as a matter of policy extend the rehabilitation option whenever possible. We should also note however that sale or other attempts to distribute illegal substances will not be tolerated.

**ALL EMPLOYEES ARE ASKED TO ACKNOWLEDGE THAT THEY HAVE BEEN INFORMED OF THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF YOU AS A CONDITION OF CONTINUED EMPLOYMENT.**

Employees are encouraged to refer any questions on the above policy to their supervisor or the Personnel Department.

## **DRUG AND ALCOHOL REHABILITATION CENTERS**

### **DAYTON**

Rhea County Medical Health Center – Hwy. 27, North – 775-3991

### **CHATTANOOGA**

C.A.D.A.S. 207 Spears Avenue  
Chattanooga, TN 37405-3892  
(423) 756-7644

The Cross Roads 7525 Min-Tom Drive  
Chattanooga, TN 37421  
(423) 899-5400

HCA Valley Hospital 2200 Morris Hill Road  
Chattanooga, TN 37421  
(423) 894-4220

Young Life Center 2509 McCallie Avenue  
Chattanooga, TN 37404  
(423) 698-7720

### **CLEVELAND**

Cleveland Community Hospital 2800 Westside Drive, NW  
Cleveland, TN 37311  
(423) 339-4134

### **RED BANK**

SUMA 632 Morrison Springs Road  
Red Bank, TN 37415  
(423) 778-3450  
(Treats adults age 21 and over or independent students. Also known as Erlanger North Chemical Dependency Program)

### **FORT OGLETHORPE, GA**

Greenleaf Center 500 Greenleaf Circle  
Ft. Oglethorpe, GA 30742  
(404) 861-4357