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THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

GENERAL ORDER
NUMBER 5-107

1 May 2024

DRUG-FREE WORKPLACE POLICY

1. PURPOSE

This document is to establish The Citadel's policy prohibiting the unlawful possession, distribution, dispensation, manufacture, or use of illegal drugs or controlled substances that are not prescribed by a licensed medical practitioner on Citadel property or as part of any activity by faculty, staff, and student employees regardless of status.

2. REFERENCE

SC Code 44-107 (The Drug-Free Workplace Act)
The Drug Free Workplace Act of 1988
The Drug-Free Schools and Communities Act Amendments of 1989

3. DEFINITIONS

- A. **Employee**: Any person having an employment relationship with The Citadel, regardless of the appointment type (e.g. classified, unclassified, tenured, full-time, part-time, adjunct, temporary, student worker)
- B. **Illegal Drug**: Any illegal substance, including but not limited to narcotics, hallucinogens, cocaine, marijuana, and designer drugs, and any controlled substances, including but not limited to amphetamines and barbiturates, that are used either without being prescribed by a licensed physician or in excess of the amount prescribed by a licensed physician. Any drug that is not legally obtainable or that has not been legally obtained, to include prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes or being used by an individual other than the person for whom prescribed
- C. **Workplace**: Any location on Citadel property, including all offices, facilities, and vehicles or any location used by an employee on behalf of the college from which an individual conducts Citadel business

4. POLICY

It is the policy of The Citadel to provide its faculty, staff, and students safe, healthy, and productive working conditions and to comply with the requirements of federal and state laws and regulations. In order to maintain a secure and safe work environment, all employees are required to report to work ready to perform their assigned duties and not under the influence of illegal drugs, misused controlled substances, or alcohol.

Unlawful possession or distribution at the workplace and/or while conducting college business is prohibited. Any illegal substances found will be turned over to the appropriate law enforcement agency and may result in criminal prosecution

A “for cause” drug screen may be required at the discretion of the supervisor with approval from Human Resources when an employee is suspected of being under the influence of drugs or alcohol or linked to an on the job accident or safety related incident.

Individuals asked to submit to a “for cause” or post-accident screen will be immediately removed from the workplace until the screen results are available. Refusal to submit a sample will be considered a positive result. Once screen results are available, the supervisor will notify the individual within twenty-four hours of the results and pending actions. Any leave of absence must comply with The Citadel’s policies and procedures. If an individual is removed from the workplace in a not for pay status and the screen results are negative, the individual will be compensated retroactively and reinstated into their current position. If the screen results come back positive, the individual will not be paid and will be subject to disciplinary action up to and including termination.

An employee returned to work after testing positive may be subject to random drug screens.

A. Federal Grants and Contracts

1. Employees working directly on a federal grant or contract will be required to abide by this policy as a condition of employment and associated grant.
2. Employees engaged in the performance of activities funded in whole or in part by a grant or contract who are convicted under a criminal drug statute, on must notify the department chair and the Chief Human Resources Officer in writing within five calendar days from the date of the conviction. Additionally, the college must notify the funding agencies of any employee conviction for drug activity within ten calendar days of such notice from an employee.

Any convictions under criminal drug statute may result in the suspension of further payments to the grant recipient under the grant agreement and could result in the termination of the grant program and/or suspension or debarment from future grant programs.

B. Assistance

1. The Citadel recognizes drug and/or alcohol dependence as a treatable illness. Employees are encouraged to seek assistance for drug and/or alcohol problems before there is an incident which would cause the college to impose sanctions. Assistance may be sought through the Employee Assistance Program (EAP) or other programs and/or treatment facilities licensed by the State of South Carolina or by the state in which the program and/or treatment facility is located.

5. COMPLIANCE

- A. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- B. Violation of this policy by student employees will lead to sanctions outlined in their respective cadet or student handbooks.
- C. When deemed appropriate by the Provost/VP, Legal Counsel, and Chief Human Resources Officer, the employee may be required to successfully complete a substance abuse or rehabilitation program as a condition of continued employment.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the Vice President for Finance on 1 May 2024

B. Responsible Department:

Human Resources

C. Responsible Official:

Chief Human Resources Officer

7. RESCISSION

All previous versions of the "Drug Free Workplace" policies are rescinded.

8. REVIEW

Review this policy on a biennial basis

FOR THE PRESIDENT:

OFFICIAL

PREETHI SAINT
Colonel, SCM
Vice President for Finance