I. PURPOSE

Virginia Wesleyan College recognizes that one of its most valuable assets is its employees, and its most important responsibility is to the students whom they serve. The purpose of this Policy is to promote the health, safety and welfare of its employees and the students by striving to eliminate the negative effects of alcohol and substance use and abuse from the workplace, and to assist those employees who have a drug-related or alcohol-related problem with rehabilitation. In furtherance of this purpose, any employee who has a drug-related or alcohol-related problem is encouraged, for his or her own benefit as well as the benefit of fellow employees and the students, to voluntarily seek treatment for such problems through a treatment program of his or her choice.

If a supervisor has reasonable cause to believe that an employee is under the influence of alcohol and/or a controlled or illegal substance while at work, or following an accident, the supervisor, with the approval of the department head and the Director of Human Resources, may require the employee to submit to an alcohol or drug screen test at the expense of the college.

II. APPLICABILITY

This Policy shall be applicable to all employees of Virginia Wesleyan College. An employee is anyone who receives a paycheck for services and who also receives a Form W-2 or a person who is considered a contract worker and receives a Form 1099.

III. EMPLOYEE RESPONSIBILITIES

A. In accordance with the Drug-Free Schools and Communities Act of 1989, as amended, it is the policy of Virginia Wesleyan College that as a condition of employment, an employee will notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

B. Employees are prohibited from engaging in the following activities:

   1. Using, purchasing, selling, possessing, distributing or accepting illegal drugs or drug-related paraphernalia while on or off the job;
   2. Using, purchasing, selling or distributing alcohol
while on campus unless such activity takes place at an event which has been approved by the College administration and for which all necessary licenses have been obtained;

3. Using, purchasing, selling or distributing alcohol at college-related activities off-campus may be prohibited under certain circumstances by appropriate employee handbooks;

4. Showing up for work or being on the job while impaired by illegal drugs and/or alcohol;

5. Transporting illegal drugs, drug-related paraphernalia and/or alcoholic beverages in a college-owned, leased or hired vehicle with the following exception: Alcoholic beverages may be transported in such a vehicle if prior approval has been given by either the President or appropriate Vice President.

For purposes of this subsection, "on the job" shall be deemed to include meal periods, breaks, stand-by duty and any time that an employee is acting in his or her capacity as a Virginia Wesleyan College employee, whether on or off college property.

C. Although the medically-authorized use of prescription drug(s)/medication(s) is not prohibited, any employee who is taking prescription or non-prescription drug(s)/medication(s) and has reason to believe, based on information provided by his or her physician, pharmacist or the drug/medication label that the drug/medication may impair the ability to safely and effectively perform the duties and responsibilities required of his or her position shall promptly advise his or her immediate supervisor of the use of such drug(s)/medication(s).

IV. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLEGAL DRUGS AND/OR ALCOHOL

Illicit drugs and alcohol and the health risks involved in using them include, but are not necessarily limited to:

1. Alcohol

Effects of acute intoxication include motor impairment, slowed reaction time and impaired judgment. The risk of accident, injury, suicide, and abusive behavior is greatly increased under the influence of alcohol. Chronic alcohol abuse can result in permanent damage to major organ systems. Fetal Alcohol Syndrome is the most prevalent preventable cause of mental retardation in newborns. Dependence upon alcohol is identified by the presence of tolerance and/or withdrawal.

B. Cannabis (Marijuana)

Use of cannabis may impair or reduce short-term memory and comprehension, alter
sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis.

C. Inhalants (Gases or Volatile Liquids)

Immediate negative effects may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgement. Amyl and butyl nitrite cause rapid pulse, headaches and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage.

D. Cocaine

Use causes the immediate effects of dilated pupils, elevated blood pressure, increases heart rate and elevated body temperature. Chronic use can cause ulceration of the mucous membrane in the nose and produce psychological dependency. Crack or freebase rock, a concentrated form of cocaine, produces effects within ten seconds of administration. In addition to the above, additional effects include loss of appetite, tactile hallucinations, paranoia and seizures. Cocaine in any form may lead to death through disruption of the brain's control of heart and respiration.

E. Other Stimulants

These include amphetamines and methamphetamines. Users may perspire, experience headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke or heart failure.

F. Depressants

Included are barbiturates, methaqualone and tranquilizers. Effects can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can be devastating. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs. Some show birth defects and/or behavioral problems.

G. Hallucinogens

Effects of hallucinogens vary depending upon the type of drug. Chronic users may experience mood disorders, paranoia, violent behavior, hallucinations, panic, confusion, loss of control and death.

H. Narcotics (including heroin)

Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and death. Tolerance to narcotics develops rapidly and dependence is likely.
Addiction in pregnant women can lead to premature, stillborn or addicted infants.

I. Designer Drugs

These drugs have had their molecular structure changed chemically to produce analogs such as synthetic heroin and hallucinogens. These analogs can be hundreds of times stronger that the original drug which they are designed to imitate. One dose can cause uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage.

V. LEGAL CONSEQUENCES REGARDING THE ILLEGAL USE AND/OR POSSESSION OF DRUGS AND/OR ALCOHOL

Employees should be aware that under Virginia law, a conviction for the use, possession or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

A. Marijuana

1. Possession (under 1/2 ounce for personal use - misdemeanor)
   ! Up to 30 days in jail and/or a fine up to $500
   ! For a second or subsequent violation - up to one year in jail and/or a fine up to $2,500

2. Possession with intent to sell or distribute (based on weight)
   ! Up to 1/2 ounce (misdemeanor) - up to one year in jail and/or a fine up to $2,500
   ! 1/2 ounce to 5 pounds (felony) - from one to ten years in jail and/or a fine up to $2,500
   ! 5 pounds or more (felony) - from five to 30 years in jail.
   ! an 18 year old or older selling to someone under 18 and three years their junior (felony) - from ten to 50 years in jail and/or a fine up to $100,000

3. Manufacturing (felony - growing, producing, processing, etc.)
   ! from five to 30 years in jail and/or a fine up to $10,000

B. Drug Related Material (Drug Paraphernalia)

1. Possession (misdemeanor)
   ! up to one year in jail and/or a fine up to $1,000

2. Providing to minors (felony)
   ! from one to ten years in jail and/or a fine up to $1,000

3. Providing to adults (misdemeanor)
   ! up to one year in jail and/or a fine up to $1,000

C. Controlled Substances (marijuana, cocaine, narcotics and hallucinogens)

1. Possession (dependent upon the classification of the substance)
   ! misdemeanor offenses - up to one year in jail and/or a fine up to $2,500
   ! felony offenses - from one to ten years in jail and/or a fine up to $2,500
2. Distribution/Manufacturing (dependent upon the classification of the substance)

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<thead>
<tr>
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<th>misdemeanor offenses</th>
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<td>up to one year in jail and/or a fine up to $1,000</td>
<td>from five years to life in jail and/or a fine up to $500,000</td>
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Employees should also be aware that, under the provisions of the United States Code, conviction for the use, possession or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

Controlled Substance

1. Prohibited/Unlawful Acts
   - To manufacture, distribute, dispense or possess with the intent to manufacture, distribute or dispense a controlled substance
   - To create, distribute, dispense or possess with the intent to distribute or dispense a counterfeit substance

2. Penalties (dependent upon substance and number of violations)
   a. Narcotic Drugs
      - First Offense - up to 15 years in jail and/or a fine up to $25,000
      - Second Offense - up to 30 years in jail and/or a fine up to $50,000
   b. Other controlled substances
      - First Offense - from up to one year to five years in jail and/or a fine up to $15,000
      - Second Offense - from one to ten years in jail and/or a fine up to $30,000

Under Virginia law, a conviction for the unlawful use, possession or distribution of alcohol may result in the following criminal sanctions.

A. Underage Possession and/or Transportation (misdemeanor)
   - up to 12 months in jail
   - fines up to $2,500
   - loss of drivers license for up to one year

B. Using a False Drivers License (misdemeanor)
   - fines up to $500
   - loss of drivers license for up to one year

C. Buying for a Minor (misdemeanor)
   - up to 12 months in jail
   - fines up to $2,500
   - loss of drivers license for up to one year

D. Selling to Minors or Intoxicated Persons (misdemeanor)
   - up to 12 months in jail
E. Drunk in Public (misdemeanor)
  - fines up to $2,500
F. Disorderly Conduct (misdemeanor)
  - up to 12 months in jail
  - fines up to $2,500
G. Abusive Language (misdemeanor)
  - fine up to $500
H. Driving Under the Influence (misdemeanor)
  - loss of drivers license for six months (first offense) to loss of drivers license for up to three years (subsequent offense)
  - fines from up to $200 to $2,500
  - Confinement from one month to one year
I. Unlicenced Sale (misdemeanor)
  - up to 12 months in jail
  - fines from $100 to $1,000
J. Drinking in Public (misdemeanor)
  - fines up to $250

VI. COUNSELING, TREATMENT AND/OR REHABILITATION

Any employee who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment through the Employee Assistance Program or at a clinic of his or her choice. A list of some of the available clinics which provide counseling and/or treatment in this area are listed in Appendix A which is attached to this policy statement. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

VII. SANCTIONS

A. In applying sanctions as provided by the appropriate employee handbook and regulations it will be the policy of Virginia Wesleyan College to concentrate upon the work results and performance of its employees.

2. If, based on letter >A< above, or following an accident, a supervisor has reasonable cause to believe that an employee is under the influence of alcohol and/or a controlled or illegal substance while at work, the supervisor, with the approval of the department head and the Director of Human Resources, may require the employee to submit to an alcohol or drug screening test at the expense of the College. The failure of an employee to submit to a drug/alcohol screen is grounds for disciplinary action, up to and including suspension and/or termination. Should the results of the test be positive, the employee may be required to seek professional help through the Employee Assistance Program, as a condition of continued employment.

C. Any employee who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the employee to discipline, that
he or she has a drug-related or alcohol-related problem may be referred to the Employee Assistance Program or to one of the clinics listed in Appendix A, and shall not be disciplined solely as a result of the admission.

D. Any employee found to be in violation of Section III of this policy and/or who has received a final conviction in local, state or federal court will be subject to discipline up to and including termination.

This policy will be reviewed by the Director of Human Resources at least every two years to ensure that it is effective and that it is applied consistently on the Virginia Wesleyan College campus. This policy will be distributed annually to all employees.

VIRGINIA WESLEYAN COLLEGE
SUBSTANCE ABUSE POLICY
APPENDIX A

The Hampton Roads area has many qualified clinics and therapists who work with addictive behaviors. Some have been listed as a part of this appendix, but the College does not recommend any particular clinic or therapist. Additional information may be obtained from the College's Director of Human Resources or from members of the College's Counseling Center staff.

* Meridian Associates
* The Virginia Beach Group
* First Hospital Corporation
* Comprehensive Substance Abuse Service of Virginia Beach
* Chesapeake Substance Abuse
* Tidewater Psychotherapy Services
* Alcoholics Anonymous
* Narcotics Anonymous

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