



**Policy Title:** Drug-Free Workplace and Substance Abuse Policy

**Policy Number:** HRO.400.16

**Policy Owner:** Human Resources Office

**Responsible Office:** Human Resources Office

**Revision Date:** 8/8/22

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**1. Reason for Policy**

North American University is committed to providing a safe and productive workplace for its employees. This endeavor is extended to its students and University stakeholders. Thus, an effort to prevent drug and alcohol abuse as well as to inform and educate the aforementioned parties has been implemented at the University.

**2. Purpose and Scope**

It is the policy of North American University that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace of North American University.

The University is committed to enforcing existing state laws and procedures in dealing with substance abuse such as alcoholic beverages, illegal drugs and performance enhancing drugs.

**3. Policy**

Alcohol consumption, possession of illegal drugs and disruptive behavior resulting from intoxication are all violations of the University's substance abuse policy. All violations are to be reported immediately to the supervisor. The illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on University property or during any University activity is prohibited. Any illegal activity or substances shall be reported to the appropriate law enforcement agency and may result in criminal prosecution.

Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own, as well as their co-workers' safe and efficient job performance. Such conditions will be proper cause for disciplinary action including termination of employment.

Students that are in violation of this policy will be held to the guidelines and disciplinary actions outlined in the Drug and Alcohol Abuse Prevention Program (DAAPP) Disclosure. The DAAPP Disclosure can be viewed on the University's website using the following link: [DAAPP Disclosure](#).

University officials reserve the right to require drug testing when there is reasonable cause to believe that an employee or student is under the influence of drugs. All employees must read the "North American University Drug-Free Workplace Policy" and sign and return the acknowledgement form to the Human Resources Office. All students are informed of the University's Drug and Alcohol Abuse and Prevention Program each academic semester.

#### **4. Procedure**

North American University is prepared to work with local, state, and federal agencies to prevent the criminal use or distribution of illegal drugs. Additionally, NAU supports its employees and students that are victims of substance abuse and encourages their efforts in rehabilitation and abstinence through our Drug and Alcohol Abuse and Prevention Program (DAAPP).

Our DAAPP Disclosure is distributed to all NAU students each semester and to all employees annually. The following schedule will be executed annually to ensure all parties are informed of the University's DAAPP:

- Human Resources will send an email that includes the DAAPP Disclosure file and/or NAU website link to the DAAPP Disclosure to all students on the first day of instruction each semester.
- Human Resources will send an email to all North American University employees each Fall semester on the first day of instruction.
- The Athletic Department will include the DAAPP Disclosure in their onboarding process of all student-athletes.

#### **5. Who Should Read This Policy**

- Faculty and Staff
- Students
- University Stakeholders

#### **6. Related Documents and References**

- Drug and Alcohol Abuse Prevention Program (DAAPP) Disclosure
- Employee handbook
- Student handbook
- Athletic handbook

#### **7. History**

- Revision Date: 12/14/2018
- Revision Date: 8/8/2022