

## Wilberforce University

### Drug and Alcohol Abuse Prevention Assistance

Wilberforce University has a genuine concern for its employees and the campus community. For this reason, the University is committed to maintaining an academic and social environment that is conducive to the intellectual and personal development and the safety and welfare of all members of the university community.

Wilberforce University recognizes that a wide range of personal problems may affect an employees' work performance. Such problems typically relate to family, finances, marriage, legal matters, career decisions, personal concerns, and alcohol/drug abuse. In many instances the individual handles such personal problems independently and the effect on job performance is significant.

The University recognizes that alcohol and chemical dependency are concerns that can impact both professional success and work performance. The University is committed to assisting employees by providing information to aid individuals experiencing substance abuse problems. When appropriate, Wilberforce University Human Resources personnel may refer staff to:

**Greene County TCN Behavioral Health Services: 937-376-8700**

**Primary Focus: Mix of Mental Health and Substance Abuse Services**

### Drug and Alcohol-Free Workplace Policy

In compliance with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 Wilberforce University believes that it is very important to provide a safe workplace for all of its employees. The illegal use of controlled substances is inconsistent with the behavior expected of University employees, subjects all employees and visitors to our premises to unacceptable safety risks and undermines the University's ability to operate effectively and efficiently. Therefore the possession, use, sale, purchase, transfer, or being under the influence of any illegal drugs or alcohol while on University premises or on University business is strictly prohibited.

The University may require employees to submit to drug or alcohol tests on a random basis, upon reasonable suspicion of being under the influence of drugs or alcohol, or after an accident.

Employees convicted of controlled substance or alcohol-related violations (including pleas of *nolo contendere*, (*i.e. no contest*)) must inform the University within five (5) days of such conviction or pleas. Employees who violate this policy are subject to disciplinary action up to and including termination.

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## **Tobacco-Free Campus/Non-Smoking Policy**

**PURPOSE:** Wilberforce University strives to maintain a healthy workplace and productive environment for all faculty, staff, students, and visitors

Under the Ohio State Smoking ban law, ORC 3794, all “public places” and “places of employment” are to have special conspicuous “No Smoking” signs posted at each entrance to a building. The signs must be clearly legible and contain a toll-free number (866-559-OHIO) for reporting violations to the State Health Department.

1. **Rationale** - Wilberforce University recognizes the serious health consequences of tobacco use. Tobacco is the leading cause of preventable death and disability in the United States. Breathing secondhand smoke is proven to result in a variety of negative health effects. We want to provide our faculty, staff, students and visitors with a tobacco-free environment. To protect the health and safety of our campus community, Wilberforce University is adopting a 100% tobacco-free campus policy.
2. **Definition** - For the purpose of this policy, “tobacco product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation.
3. **Tobacco Use Prohibited** - Tobacco use is prohibited;
  - A. By students, staff, faculty, visitors, vendors and contractors;
  - B. At all times, 24 hours a day, seven days a week;
  - C. In or on all property owned, leased, or rented by Wilberforce University including; in any building or facility (including, but not limited to, campus housing, classroom buildings, libraries, dining halls, etc.); on all grounds (including, but not limited to athletic grounds and stadiums, parking lots or garages, walkways, etc.); in any vehicle owned, leased or chartered by Wilberforce University.

Tobacco-use should also be discouraged at any school-sponsored or related event, when such an event occurs off property owned by Wilberforce University.

4. **Enforcement** - Infractions of this policy by students, staff and visitors will be addressed by established Wilberforce University policies and procedures. Language regarding adherence to this policy shall be included in all executed contracts (e.g. vendors, contractors).
5. **Notification** - Appropriate signs indicating that tobacco use is not permitted will be posted throughout campus, at entrances and other appropriate locations on all academic buildings, administrative spaces, parking lots and all athletic fields and outdoor spaces.

Students will be provided notice of this policy through student handbooks. Faculty and staff will be provided notice of this policy through personnel handbooks. All campus vehicles (whether owned, rented or leased) will display the international “No Smoking” insignia.

6. **Educational Reinforcement** - Tobacco education and cessation shall be closely coordinated with other components of Wilberforce University health program. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies, program-specific activities and offering of (or referral to) cessation programs (e.g. 1-800-QUIT-NOW or campus’ own cessation program). Announcements regarding the policy will be made during university-sponsored events, as well as at all campus functions where deemed appropriate. Event programs will include a written reminder of the policy.
7. **Tobacco Promotion Prohibited** - Tobacco advertising, sales (including vending machines), and distribution are prohibited on college campus grounds, in all sponsored publications and at all college campus sponsored events. All Wilberforce University campuses that are affiliated organizations are prohibited from accepting any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with Wilberforce University.
8. **Tobacco Contribution Prohibited** - This policy prohibits accepting any form of contribution from tobacco companies including, but not limited to: financial support, gifts (book covers, curriculum, speaking engagements, signage), or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated with Wilberforce University.

\*Exemptions can include FDA approved cessation devices, nicotine replacement therapy (NRT), Native American use or for religious reasons, and public, private or university-sponsored research, where use is limited to a controlled laboratory environment.