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**Policy Owner:** Chief HR Officer  
**Approved by:** President  
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## **DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

It is the policy of NewU to maintain a drug- and alcohol-free environment that promotes the health, safety and welfare of all members of its community.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on University premises or while performing services for NewU is strictly prohibited. NewU also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. Any University employee who violates this policy or who is convicted under a criminal drug statute for a violation occurring in the workplace will be subject to the University's disciplinary procedures, up to and including dismissal, and may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**Pre-employment:** As required by the University for all prospective employees who receive a conditional offer of employment

**For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

**[End]**