


<p>Name of Policy: Drug-Free Workplace</p> <p>Policy Number: 3364- 25-104</p> <p>Approving Officer: President</p> <p>Responsible Agent: Associate Vice President and Chief Human Resources Officer</p> <p>Scope: The University of Toledo – All Campuses</p>	 <p>Review date: September 25, 2017</p> <p>Original effective date: February 9, 1999</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

The University of Toledo will implement and enforce the laws of the state of Ohio, and the federal highway administration - U.S. Department of Transportation, pertinent to the Omnibus Transportation Employee Testing Act of 1991 (see February 15 Federal Register, page 7340), and Controlled Substances and Alcohol Use and Testing (49 CFR Part 382). The university will ensure that all alcohol or controlled substances testing complies with the procedures set forth in these titles.

The university will implement and enforce the provisions of the Drug-Free Workplace Act of 1988 and the Drug Free Schools Act. This policy is applicable to all employees and working environments. Violations of Drug-Free Workplace provisions will subject employees to the university discipline procedures. The university hereby notifies all employees that illegal possession of a controlled substance is prohibited in the workplace. “Controlled substances” may include prescription medication. The workplace encompasses all university facilities. Violation of such prohibition will result in official university disciplinary action.

On the basis of its established policies and procedures, the university will certify to funding agencies that the institution will provide a drug-free workplace.

Programs are designed to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by all university employees, including drivers required to maintain a commercial driver’s license. Effective programs will be facilitated by the office of Human Resources to include comprehensive programs, guidelines, and procedures designed to

assure compliance with the above stated laws and any substantially equivalent federal, state, and/or local laws enacted subsequent to the adoption of this policy.

The Associate Vice President and Chief HR officer shall be responsible for implementation of this policy and shall publish procedures for said implementation.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>September 25, 2017</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-25-104, effective date April 10, 2015</i> <p>Initial effective date: Policy originally published on February 10, 1999</p> <p>Review/Revision Date: September 13, 2013 ; April 10, 2015; October 13, 2016, September 25, 2017</p> <p>Next review date: September 25, 2020</p>
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