



## **DRUG AND ALCOHOL POLICIES**

Molloy College is concerned about illegal drug use and alcohol abuse in our society and in our community. The College regards illegal drug use and alcohol abuse as serious problems that can affect the entire College community. Members of the Molloy community must be aware of the College drug and alcohol policies, as well as pertinent local, state, and federal laws. It is also important that all members of our community know that help is available for those who need it.

The College campus is subject to local, state, and federal laws concerning the possession, use, distribution, and manufacture of drugs, including alcohol. Employees must be aware of and abide by these laws or face the possibility of legal prosecution. The College will not inhibit the legal prosecution of any member of the College community who violates the local, state, or federal law. Law enforcement officers, when in possession of the proper documents, have a legal right to search any and all buildings on the campus without prior notice. The College also reserves the right to furnish the police with information regarding illegal activities.

*Employees* who violate this policy will be subject to appropriate disciplinary action consistent with local, state and federal law, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, probation, unpaid suspension from employment, termination of employment and referral to the proper law enforcement authorities for prosecution.

All categories of employees including students, who are working on a federal contract or grant, as a condition of employment, must notify Human Resources of his/her conviction of any criminal drug offense occurring in the workplace, no later than five (5) days after that conviction. Molloy is then required to notify the federal funding agency within ten (10) days of receiving notice of such a conviction.

Any employee who reports to work and appears to be under the influence of drugs and or alcohol will be immediately interviewed by a supervisor who will determine by objective standards if he or she is Fit for Duty.

## **Non-Smoking Policy**

The following policy applies to students, faculty, staff and administrators of Molloy College as well as any contractors, vendors and all other visitors to the campus.

Molloy College is committed to providing its employees and students with a healthy environment in which to work, learn and/or live and as such discourages the use of any tobacco related products as follows:

1. Lighted cigarettes, cigars, pipes, and smokeless tobacco are prohibited within College owned or leased premises, including offices, classrooms, hallways, waiting rooms, restrooms, lunch rooms, elevators, and meeting rooms and in College-owned or leased vehicles, and on campus grounds, except in designated smoking areas (25 feet from entrance to campus buildings).
2. The Office of Human Resources and Office of Student Health Services have partnered with North Shore Long Island Jewish's Center for Tobacco Control to offer a no-cost smoking cessation program. The CTC offers free FDA-approved smoking cessation medications and cessation classes followed by a weekly support group, to any student, employee, or family member interested in quitting smoking.
3. The College requires that those who smoke on campus grounds deposit their cigarette butts in the designated vessels that are situated on campus. Smokers should not discard cigarette butts on the ground, as it serves as litter and detracts from the beauty of the campus.
4. Smoking by college staff or administrators is permitted only during nonworking time periods in designated smoking areas. Nonworking time periods include designated breaks, or before or after work.