

STEVENS INSTITUTE OF TECHNOLOGY

Policy Statement

Employee Program to Prevent Illicit Use Of Drugs and Abuse of Alcohol

Stevens Institute of Technology (“Stevens” or the “Institute”) is committed to providing a healthy, drug-free environment for all of our employees. Therefore, it is Stevens policy to comply as required by law to provide the following information on an adopted drug prevention program for our employees.

I. Standards of Conduct

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and unauthorized use of alcohol is prohibited at Stevens. Therefore, it is Stevens’ policy to maintain a drug-free and alcohol-free workplace and requires all employees of the Institute to abide by the terms of this policy as a condition of employment.

Covered Substances

The following substances are covered by this policy:

- Alcoholic beverages of any kind.
- Controlled substances and illegal drugs, which include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.

Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances and used in accordance with their instructions are not subject to the restrictions of this policy. However, the abuse of prescription drugs is prohibited hereunder.

Prohibited Activities - On Institute Premises or On Institute Business Off Premise

The following activities are prohibited while an employee is on Stevens’ premises or on Institute business. An employee who engages in such conduct is subject to disciplinary action, up to and including immediate dismissal or expulsion:

- The unlawful manufacture, use, sale, distribution, possession, receipt or transportation of any controlled substance or illegal drug.
- The consumption of alcoholic beverages except where otherwise authorized in accordance with Institute policy. However, alcohol consumption causing impairment is expressly prohibited at all times.

- Being under the influence of alcohol, illegal drugs, or controlled substances (whether or not consumed out of or during working hours.)

An employee is considered to be under the influence when he or she is affected by alcohol, drugs, or controlled substances, in any detectable manner or when the amount of alcohol, illegal drugs or controlled substance consumed interferes with the employee's ability to efficiently and satisfactorily perform assigned tasks and/or renders the employee a risk to himself/herself to others, and/or to the interests of Stevens.

Employees are required to notify Stevens of any drug or alcohol related arrest or criminal conviction no later than five (5) days after the conviction. Stevens will require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted of drug or alcohol related crime.

Off-Premises Use of Alcohol, Drugs, or Controlled Substances Not on Institute Business

Stevens is not in the business of policing the private lives of its employees. However, Stevens' reputation and integrity are the sum of the actions and reputations of its individual staff members. Therefore, the following actions, even though not occurring on the Institute's premises or during working hours will subject an employee to disciplinary action up to and including immediate dismissal:

- Arrest for (or conviction of) criminal offenses relating to the unlawful manufacture, use, sale, possession, distribution, receipt or transportation of any controlled substance or illegal drugs.
- Any other actions involving alcohol, drugs, or controlled substances that, in the opinion of Stevens, endanger its reputation, image, and integrity.

II. Applicable Legal Sanctions – Local, State and Federal Laws

Local, state and federal laws which apply to illegal possession, use or distribution of drugs and alcohol will be fully enforced at Stevens. Stevens will refer for prosecution offenders to the local, state or federal government.

State and Federal Laws

Alcohol Use

The legal age to purchase and consume alcoholic beverages in the state of New Jersey is twenty-one. (N.J.S.A. 33:1-81)

Purchase of Alcohol by/for Underage Individuals

An underage person who purchases or attempts to purchase alcohol, or who misstates his/her age, or a person of legal age who purchases alcohol for an underage person faces a conviction of disorderly person's offense, which incurs a fine of not less than \$100 and

loss of license for 6 months. In addition, the individual's driver's license may be revoked for six months from the date of conviction.

Operating Motor Vehicles While Under the Influence of Intoxicants [N.J.S.A. 39:4-50]

Definition

A person is said to be legally drunk in New Jersey if his/her blood alcohol concentration is at or above 0.08%. A person may also be in violation of the law when his/her blood alcohol concentration is below 0.08% if the individual's driving ability is considered to be impaired. In either case, the person may be charged with Driving While Intoxicated (DWI).

Penalties

All persons convicted of DWI may have to pay an insurance surcharge of \$1,000 per year for three years and may face the loss of their driver's license for 6-12 months.

A first-time offender also faces a possible 30-day jail term, a requirement to spend 12-49 hours in an Intoxicated Driver Resource Center, plus a fine of at least \$400.

Open Alcoholic Beverage Containers

In the Car (N.J.S.A. 39:4-51a)

Anyone found to have an open container holding alcoholic beverages in his/her car faces a fine of \$200 for a first offense and a fine of \$250 plus 10 days of community service for each subsequent offense.

Transfer of ID (N.J.S.A. 33:1-81.7)

Someone who is underaged and uses another person's ID card to obtain alcohol, or someone of legal age who gives his/her ID card to an underaged person so that he/she can obtain or purchase alcohol, faces a fine of up to \$300 or up to 60 days in jail.

Liability for Serving Alcoholic Beverages

Under relevant court decisions, a person who serves alcoholic beverages to a guest knowing the guest is intoxicated, and maybe driving, can be held liable if the guest inflicts injuries on another person through a motor vehicle accident.

Drug Use

Controlled Dangerous Substances Act (N.J.S. 2C:35)

It is illegal to dispense, distribute or manufacture a controlled dangerous substance. Violation in quantities of less than one-half ounce is a third degree crime with a fine of up to \$50,000.

A person who uses or is under the influence of any controlled dangerous substance or possesses drug paraphernalia is defined as a disorderly person, which may carry a penalty of forfeiting the right to drive a motor vehicle in New Jersey for up to two years, and may be placed under supervisory treatment.

Drug-Free Workplace Act of 1988

It is unlawful for any Stevens employee to manufacture, distribute, dispense, possess or use controlled substances in the workplace. Violations of such prohibitions are subject to penalties ranging from warning to permanent separation from the Institute. In addition, any employee convicted under a criminal drug statute for a violation occurring at the workplace must notify Stevens within five (5) days of the conviction.

III. Health Risks

A. Alcoholic Beverages

Whether in the form of beer, wine, or liquor, alcohol is a mind-altering chemical which has effects similar to barbituates and narcotics. Alcohol acts as a depressant to the central nervous system. In small amounts, alcohol can produce mild relaxation and a feeling of well-being. But large amounts can cause intoxication, sedation, unconsciousness, or death.

Hangovers are probably the best-known sign of too much alcohol in the body. They are caused by the body's reaction to the toxic, or poisonous, effects of alcohol. Often those effects can occur at very low levels of drinking.

Liver 95% of all alcohol is metabolized by the liver. Because clearing alcohol out of the body is a priority, the other functions of the liver, such as regulating blood glucose levels, are slowed.

Stomach Alcohol causes a surge in the flow of digestive acids which can irritate the stomach lining. Nausea and vomiting frequently occur, while regular, heavy drinking causes ulcers and chronic stomach problems.

Nervous System Alcohol suppresses almost every function causing problems such as slurred speech, lack of coordination, loss of balance, and memory loss.

Heart Alcohol makes the heart work harder and less efficiently. Long-term heavy drinking is associated with heart muscle disease, irregular heart beats and an increase risk of coronary artery disease.

Other Health

Problems Heavy, prolonged or excessive drinking can lead to malnutrition, cancer, psychological problems, miscarriages and infertility in women, and impotence and sterility in men.

B. Drugs and Narcotics

The following describes the effects that various substances, some legal and some illegal, can have:

Marijuana Marijuana is a drug taken to produce a high or euphoric feeling and state of relaxation. The short term effects of marijuana include distortion of time perception, increased heart rate, dilation of the blood vessels and loss of short term memory. Visual perception and psychomotor skills are also decreased which have adverse effects on driving ability. The effects of long term use include loss of motivation, chronic bronchitis, decreased lung capacity, and an increased risk of lung cancer. In men, marijuana use causes lower levels of the sex hormone testosterone.

Cocaine Cocaine is a powerful stimulant that is short lasting. It is most often inhaled (snorted) into the nose, or it can be smoked or injected. It creates increased alertness and suppresses appetite.

Studies indicate cocaine's effects on the body and psyche are dangerous and some damage may be irreversible. The least harmful effects are nosebleeds and nasal erosions that result from irritation of the lining of the nose. Most dangerous are the "coke blues" which are the intense downs that occur often after a high and result in the user trying other drugs to relieve the physical and emotional discomfort. There is a strong psychological dependence on "coke" which slowly accumulates as tolerance builds.

Stimulants Caffeine is the most widely used stimulant, and can be found in coffee, tea, cola, and cold medications. Amphetamines are known as "speed and uppers". Stimulants short term effects include elevated blood pressure, nervousness, and hyperactivity. Long term effects include insomnia, malnutrition, and acute psychosis.

Depressants "Downers" or depressants include Quaaludes, barbiturates and tranquilizers. They can be extremely dangerous and can suppress the central nervous system enough to cause death. Downers cause slowed response time, loss of rational judgment, decreased coordination and loss of motor skills. Driving skills are seriously affected. Tolerance and physical dependence often develop.

Hallucinogens Hallucinogens include LSD, mescaline, and PCP. They produce horrific dream-like perceptions and panic reactions. PCP is particularly dangerous and can cause a person to become violent to himself and others. Ecstasy (MDA) can cause brain damage.

Narcotic

Analgesics These drugs include opium, morphine, heroin, and codeine, are highly addictive, and can cause a variety of health problems, as well as death.

Steroids

Steroids are drugs that resemble the male sex hormone, testosterone. Popular since the 1950's, steroids have been used by athletes and bodybuilders to increase muscle mass and improve athletic performance. While the effectiveness of steroids in improving strength and performance is not known, it is known that steroids pose certain health risks. They can cause psychological dependence, increased anger, aggression, and depression, and will stunt growth in adolescents who have not attained full-height. Men may experience nipple and breast growth, shrunken testicles and baldness. All users are at risk for hepatitis, liver cancer, and a decreased sex drive.

IV. Available Counseling

Stevens recognizes that employees who abuse alcohol or use drugs are in need of counseling and help. In response, Stevens offers assistance in coping with and overcoming problems. We invite and encourage all employees who have questions, or need assistance, to contact the Office of Human Resources for confidential information or confidential referrals to agencies or facilities which might provide the appropriate help.

Any employee who enters a facility for treatment will be placed on a medical leave of absence and may return to work following the successful completion of the treatment program.

The Human Resources Office maintains an up to date list of alcohol and drug rehabilitation programs numbers:

24 HR Drug and Alcohol Helpline		1-888-842-9682
Addiction Hotline of NJ		1-800-238-2333
Alcoholics Anonymous	NY	914-949-1200
	NJ	908-687-8566
Al-Anon		1-973-744-8686
Children of Alcoholics		201-659-0683
		201-218-9544
Narcotics Anonymous		1-800-992-0401
The Harbor		
1405 Clinton Street		
Hoboken, NJ 07030		201-876-9158
Community Mental Health Center - Hoboken University Medical Center		
506 3 rd Street		
Hoboken, NJ 07030		201-795-5505
Summit Oak Hospital		
19 Prospect Street		
Summit, NJ 07902		908-522-7000

V. Sanctions for Violation of This Policy

Violations of this policy by a Stevens employee will be referred to the individual's supervisor and the Human Resources Department for the appropriate disciplinary action, which can include immediate discharge.

This policy does not supplant or supersede statutory or administrative law at the Federal, State, County or Municipal level. Violators of the law may be subject to penalties imposed by a court or other empowered board, agency or commission, in addition to any action taken by Stevens Institute of Technology.

VI. Biennial Review

Stevens will review this drug and alcohol program biennially to (i) determine the program's effectiveness and will implement changes, if necessary, and (ii) ensure that the possible sanctions under the program are consistently enforced.

Office of Human Resources
Stevens Institute of Technology